

July 2021

Dear Applicant

Thank you very much for your interest in the position of Admissions Administrator here at Alleyn's. I am delighted that you are considering it and hope, in this letter, to give you some idea of why we are so proud of this school and our pupils and why we think it is such a wonderful place to be. The vision and values of the school will also give you a real sense of what we are seeking to achieve here.

So, why Alleyn's? I feel in a good position, having started so recently here myself, to comment on what you can expect at this school and why it is such an exciting and fulfilling place to work. Alleyn's is a through-school; the Junior School is situated within the school site and we love the fact that many of our pupils learn here from 4 – 18. We are very fortunate to have a beautiful and well-resourced site in a vibrant and connected part of London.

As one of this country's leading schools, and as one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young men and women for 400 years. We love the fact that our namesake and founder, Edward Alleyn, was one of the great Elizabethan players. We like to think that playful academic exploration and discovery is at the heart of all that we do here. Edward Alleyn was also a philanthropist and philosopher and his "College of God's gift" was set up to make a transformative difference, through education, to the lives of children around him. We are proud of our heritage and history and proud to be honouring his legacy as one of the top academic schools in the country.

We are very over-subscribed. Entrance to the school is highly competitive and our pupils are gifted and ambitious. Unsurprisingly, they do extremely well in public exams. Of course, they are naturally talented, but our pupils' excellent academic outcomes reflect both their hard work and the commitment, focus and imagination of the teaching here and the really lovely staff and pupil relationships which underpin all we do. Alleyn's pupils are bright, grounded, engaged and funny but they wear their talents lightly and, alongside their academic work, they are also deeply committed to the rich co-curricular life of the school, to our partnership and outreach programmes and to each other. This matters to us and it matters to me that our staff feel very much part of the whole school community and our wider education provision. All our staff are actively involved in the co-curricular and enrichment programmes and much of the fun and friendship in our school is generated by this.

So, we offer much that you would expect one of this country's long-standing and outstanding public schools to offer. But we like to think that we also do things a little differently here. The informality, the warmth and the unpretentious, unselfconscious approach of all in the school, is distinctive and compelling and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. We are clear about our purpose and values and they underscore all that happens here.

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When you join Alleyn's, you are joining a caring, connected and very happy community with plenty of opportunities for personal and professional development and enrichment. We are also a culturally diverse and inclusive community, and we are keen to develop this still further in the months and years to come. It is, of course, important to us that our pupils feel comfortable in their own skin and our excellent pastoral care and education supports this as does our bespoke and unique Alleyn's Learners' Programme – set up to complement, enrich and challenge our pupils' wider learning and sense of the world and their place in it.

I hope that you feel excited by this opportunity and feel compelled to apply for this position. If you think that perhaps a highly successful independent school might not be the right place for you, then can I urge you to reconsider this? We are emphatically not a one size fits all community and we take great pride and delight in individual differences and the successes these bring. Moreover, our pupils benefit from seeing a varied team of adults working together successfully and happily, and we are committed to developing this diversity still further in the years ahead.

Of course, we, like all other schools in the country, have been impacted significantly by the COVID pandemic over the last twelve months and it is possible that this interview process will be affected too. Whatever shape this recruitment takes, however, I hope that you will be able to get a sense of the energy and the sense of fun at the heart of our school and we are, of course, delighted to answer any additional questions you might have, in making your application, during these very strange times. Please don't hesitate to contact the HR Office in the first instance (hradmin@alleyns.org.uk/020 8613 8055).

I do hope this has given you something of a flavour of the school and that you feel motivated to apply for this position. May I wish you the very best of luck with that and in your future. Thank you again, for your interest in this role.

Yours faithfully



Mrs Jane Lunnon
Head