



RADLEY

# Admissions Assistant

Abingdon, Oxfordshire | Start Summer 2025



# BACKGROUND

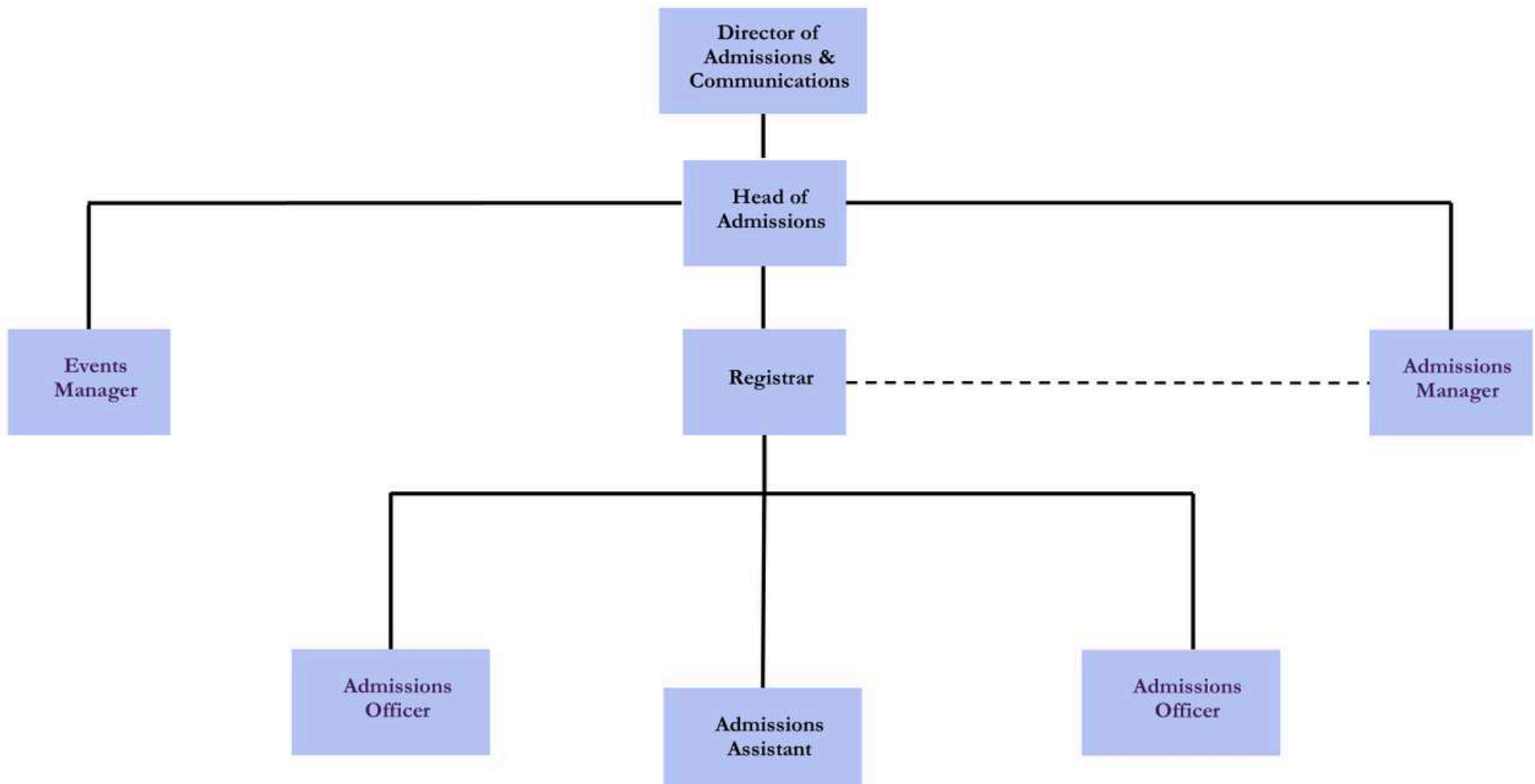
Following the exciting news of Radley College's merger with Prep School Trust we have taken the opportunity to restructure our Admissions team. With the Director of Admissions and Communications taking a more strategic role in the newly formed Radley Schools Group we have two exciting opportunities in our Admissions Team - Admissions Manager and Admissions Assistant.

The admissions process is core to the school's success. Radley College is an exceptional school and therefore attracts significantly more enquiries than there are places. It is the role of the Admissions Department to manage this large volume of enquiries efficiently, but with warmth and skill to ensure that all prospective students and their families form a positive impression of the school. The Admissions Department works closely with academic and pastoral colleagues to ensure that places are offered to those boys who will benefit most from a Radley College education. We are looking for someone to provide general administrative support and to assist in the smooth running of the Admissions process.



# Admissions department

It goes without saying that this is a busy and vibrant department. The ideal candidate will be an experienced administrator with an excellent telephone manner, good written communication skills and an ability to work independently to achieve agreed goals. They will have a keen understanding and empathy with independent education in general and the benefits of boarding in particular. The new structure within the department will be:



# Key Responsibilities

## Enquiry Management

- Be the first line of prompt, friendly and efficient response to all initial enquiries by telephone, email or in person.
- To manage the Admissions inbox and respond to email enquiries in a timely manner.
- To build rapport with prospective families from the first point of contact, learning as much as possible about their son's strengths and interests in order to inform the later stages of the admissions process.
- To enter enquiries on to the admissions database (iSams), to manage records, to ensure that correspondence and documentation is correctly acknowledged and filed, and to see that the database is kept constantly up-to-date.
- To follow up enquiries (by phone or email) according to agreed timeframes.
- To prepare standard and personalised letters to be sent to prospective families at various points in the admissions journey.
- To work with the whole Admissions team to keep in touch with families who have enquired some time ahead of their son's planned admission to Radley so that they develop a positive impression of the school and all it offers.

## Open Days and Visits

- To encourage families who have shown an interest in Radley to visit the College.
- To manage all Open Day enquiries and ensure families are corresponded with in a timely manner.
- To update the admissions database and to follow up post attendance.
- To work closely with the Admissions Events Manager and Admissions Manager in the organisation of Open Days and individual visits, taking on specific responsibilities as directed.
- To attend some of the Open days (held on Saturdays)







## General

- To support all members of the Admissions Team as required and directed.
- To assist the Head of Admissions with organising international trips, prep school visits and attendance at senior school fairs.
- To be responsible for a wide range of administrative duties as required, including typing, proof reading, diary management, photocopying, organising meetings, assisting with assessment days, scholarships etc.



# RADLEY COLLEGE

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.



# STAFF BENEFITS

- 33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.
- Contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year!).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free school meals during term time.
- Free parking on site.

# APPLICATION PROCESS

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and if successful we may withdraw the advert prior to the closing date.

Closing date for applications is 12noon, Thursday 5 June with interviews to take place week commencing 9 June.

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of your application being unsuccessful, please be assured that all copies of identification will be destroyed.





# SAFEGUARDING

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.

TATLER SCHOOLS GUIDE 2024





RADLEY