



RADLEY

Admissions Manager

Abingdon, Oxfordshire | Start Summer or Autumn 2025

BACKGROUND

Radley College, an independent full boarding school for boys aged 13-18, is excited to announce the expansion of our Admissions Department. Following news of our merger with Prep Schools Trust and with the Director of Admissions and Communications, Sophie Langdale, taking a more strategic group-wide role in the newly formed Radley Schools Group, we are seeking both an exceptional Registrar and an Admissions Manager to join the new Head of Admissions and her dynamic team.

As Tatler's 'School of the Year' for 2024, Radley College stands at the forefront of independent education globally, with a reputation for outstanding academic achievement, exemplary pastoral care, and a vibrant co-curricular programme. Nestled in 800 acres of stunning Oxfordshire countryside, just three miles from Oxford, our school is equipped with world-class facilities and enjoys strong relationships with both prospective students and feeder schools.

The Admissions Manager plays a critical role in the admissions process, supporting the Head of Admissions and Registrar in managing all aspects of student intake and related administrative tasks. We are looking for an enthusiastic, committed and experienced individual to help us deliver an outstanding admissions experience.

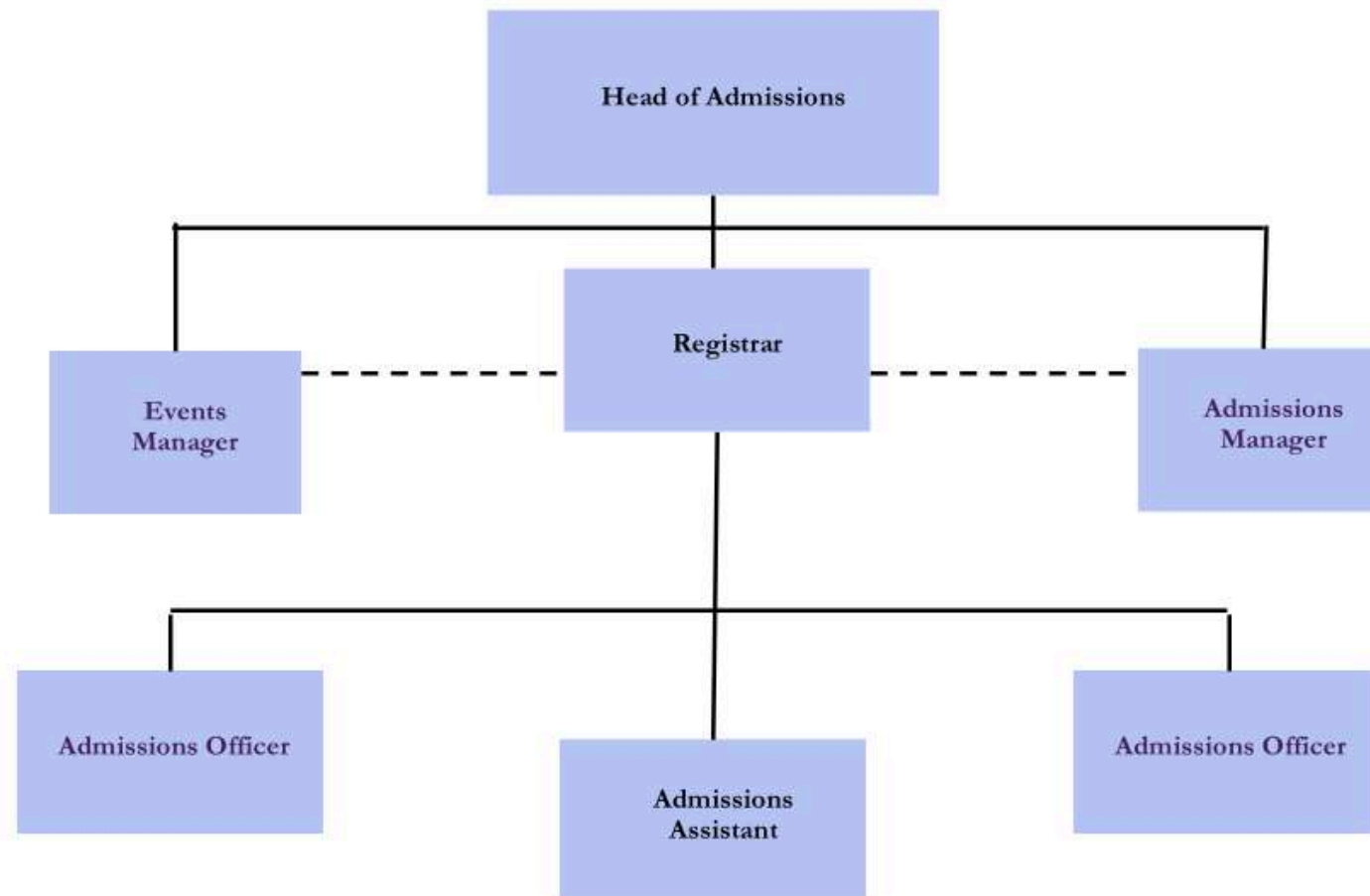


The Admissions Department is based in our beautiful Mansion building, above left.

Admissions Department

Radley College attracts a significantly higher number of enquiries than there are places available. The Admissions Department plays a pivotal role in managing this high volume of interest with efficiency, professionalism, and a personal touch. It is essential that every prospective student and their family receive a warm and well-informed introduction to the College, leaving them with a lasting positive impression.

As the Admissions Manager, you will play a vital role in shaping the admissions experience for our prospective students and their families. Working closely with the Head of Admissions, the Registrar and our dedicated team, you will manage significant aspects of the admissions journey, ensuring a seamless and welcoming overall process that reflects the College's ethos and values. The structure of the team is as follows:





Job Description

The Head of Admissions, Registrar and Admissions Manager will each take lead responsibility for one of the three key 13+ cohorts in the admissions pipeline (Y6, Y7 and Y8).

Admissions Manager key responsibilities:

Year 9 Entry:

- Lead responsibility for Year 7 cohort, managing late entries, assessments, reviews and waiting lists.
- Coordinate and maintain records for your allocated Shell cohort, ensuring that all necessary processes are in place to ensure minimal withdrawal.

Scholarships:

- Oversee the Scholarships and Exhibitions programme, managing applications for academic, art, drama, innovation and sports awards for 13+ Entry, from inception to completion.
- Collaborate with the Head of Admissions to administer and communicate the scholarship process, including scheduling interviews and assessment days.

Sixth Form:

- Manage the admissions process for this cohort, including handling applications, assessments, and interviews.
- Support Head of Admissions in the communication of offer, acceptance, and induction for new Sixth Form students.



Job Description

Other responsibilities:

New Boys / Induction Process:

- Manage the induction process for new students, ensuring a smooth transition through effective communication and collaboration with various departments.
- Use Parent Portal to effectively administrate New Boys' Forms and new starter information.

Confirmation of Offer – Preps and Families:

- Manage the preparation and mailing of offer letters to prospective families, supported closely by the Head of Admissions and Registrar to ensure the smooth processing and communication of offers.

Individual Tours (with Head of Admissions, Registrar and Events Manager):

- Coordinate and conduct individual tours for prospective families, in collaboration with HoA, Registrar and Events Manager).

Overseas recruitment trips:

- Support the Head of Admissions and Registrar in the planning and organisation of admissions tours overseas.

Events and Representation:

- Represent Radley College at both internal and external events, showcasing the school's offerings to prospective families.
- Initiate post-event follow-up to nurture relationships with prospective families, prep heads and educational consultants ensuring the cultivation of strong, ongoing connections with all stakeholders.



Candidate Criteria

Qualifications:

Educated to degree level or equivalent.

Experience:

- Proven experience in admissions, marketing, customer service, or a related role, ideally within an educational or boarding school environment.
- Experience managing databases.
- Experience in logistics planning and delivery.
- Experience of working collaboratively within a busy team.
- A high level of organisational and administrative ability including managing competing priorities to meet deadlines.
- A positive, practical and pro-active attitude.
- A team player with excellent communication and interpersonal skills that can be applied at all levels.

Skills and abilities:

- Ability to build positive relationships with prospective families, agents, and colleagues.
- Commercial awareness and the ability to promote the school in a competitive market.
- IT proficiency, including Microsoft Office (particularly Excel) and admissions/CRM platforms.
- Ability to analyse data and produce reports to inform strategy and decision-making.

Knowledge:

- Understanding of the UK independent education sector, particularly boarding.
- Knowledge of safeguarding responsibilities in a school context.
- Understanding of visa and compliance processes for international student admissions.

Personal Qualities:

- Professional, warm, and approachable manner.
- Tactful and diplomatic with a high level of emotional intelligence.
- Self-motivated and able to work under pressure with minimal supervision.
- A team player with a flexible and collaborative attitude.
- Commitment to promoting the ethos and values of the school.
- Willingness to work outside normal hours as required (e.g. evenings and weekends for school events).



Staff Benefits

- 33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.
- Generous contributory group personal pension scheme, with the option of using salary exchange.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership fee for 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 12 noon, Monday 23 June with interviews to take place week commencing 30 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.





Radley College

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. As one of the world's leading schools, it is our added value, 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 and we work hard to ensure that each and every individual that works, or learns, at Radley feels part of our wonderful family.



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