



RADLEY

Registrar

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 an exceptional and experienced Registrar and 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 School Registrar is a senior member of the Radley Admissions team. As Registrar, you will hold key accountability for the operational management of the admissions process, ensuring that prospective families experience a seamless and welcoming journey, and that Radley's admissions operations remain efficient, effective, and aligned with the College's broader objectives. Your leadership will be critical to the continued success and growth of Radley College's admissions.

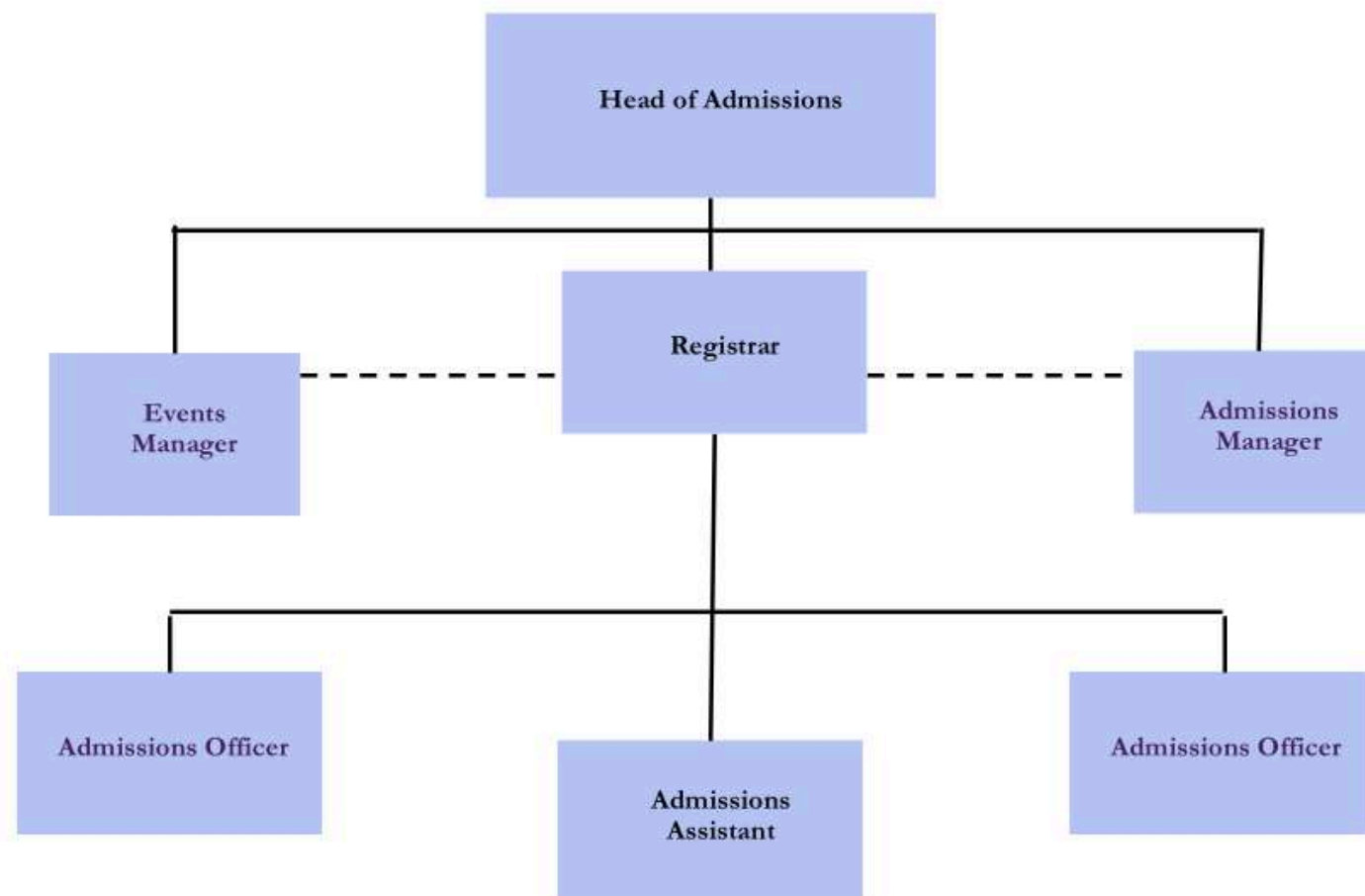


The Admissions Department is based in our beautiful Mansion building, above left.

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.

Working closely with the Head of Admissions and with certain line-management responsibilities for our dedicated team, the Registrar will lead on the efficient and accurate management of the admissions process, and will have a wide range of representative responsibilities at events and with key stakeholders. 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).

Registrar key responsibilities:

Year 9 Entry:

- Lead on the recruitment of the Y6 cohort, notably managing the entry process, coordination of shortlisting, assessment day attendance, offer meetings and communication of results.
- Coordinate and maintain records for the allocated Shell cohort, ensuring that all necessary processes are in place and that families enjoy a smooth admissions journey to Radley.

Events and Representation:

- Represent Radley College at both internal and external events (UK and International), showcasing the College to prospective families and building strong connections with key stakeholders.
- Take the lead on post-event follow-up to nurture relationships with prospective families, ensuring the cultivation of strong, ongoing connections with potential future students.

Keys Award Management (working alongside the Director of Admissions & Communications):

- Provide marketing strategy and management of the Keys Award, working alongside the Director to ensure timely processing and communication with all stakeholders.



Job Description

Systems Management:

- Manage the College's suite of admissions systems, including iSAMS, Parent Portal, Prep School Portal and ITQ, ensuring that the department maintains accurate, up-to-date and regularly audited information and reporting.
- Provide technical support and troubleshooting for both parents and colleagues related to our systems.
- Oversee the management of online forms, ensuring they are correctly configured, accessible to parents/students, and completed within specified timelines.
- Assist in managing ITQ and other funding-related processes, ensuring accurate submission and follow-up as needed.
- Line manage the admissions team with particular focus on entry forms, FAFs and money rationalisation.

Music Scholarship Administration:

- Lead on strategic direction and initiatives to recruit talented musicians to the College.
- Manage the administration of music scholarships, coordinating auditions, processing applicant communications (including offer letters) and assisting with follow-up tasks.
- Ensure that all necessary forms and documentation related to music scholarships are accurately processed and communicated to applicants.



Job Description

Other responsibilities:

Enquiry Management:

- Alongside the rest of the Admissions team, serve as a point of contact for all admissions enquiries, providing prompt, professional, and personalised responses.
- Establish strong relationships with prospective families from the first point of contact, gathering key information to understand the needs, strengths, and interests of each student. Use this insight to guide the admissions process effectively.
- Work alongside the Head of Admissions to create a structured communications plan to engage with families over an extended period, ensuring that prospective students and their families remain informed and positive about Radley College throughout the admissions cycle.

Feeder Schools:

- Develop and maintain strong, productive relationships with key staff at Radley College's feeder schools (13+ and Sixth Form), ensuring smooth communication and the efficient sharing of relevant information to support the assessment process.
- Represent the College at prep school fairs.



Candidate Criteria

Qualifications:

Educated to degree level or equivalent.

Experience:

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

Skills and abilities:

- Ability to build positive relationships with prospective families, education consultants, and colleagues.
- Commercial awareness and the ability to promote the College 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.
- Data presentation skills.
- An aptitude for public speaking, presentation and writing.

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.

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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