



RADLEY

# Executive Assistant

Closing date 1 August 2025 Interviews w/c 4 August

Abingdon, Oxfordshire | Start September 2025 (or ASAP)



# KEY INFORMATION

Radley College and Prep Schools Trust announced in May one of the most significant mergers in the charitable independent education sector to date. From September 2025 Radley College and all the seven Prep Schools Trust schools will join to form Radley Schools Group.

This is an exciting time to join the Group and we are seeking an experienced EA to provide support to the CEO, COO and the senior team at Group office. This is a senior role and as such the successful candidate will have proven EA experience at senior level, excellent communication skills, an innovative mindset and an alignment with the values and ethos of the Group.

Group Office is based at 7 Cothill, Abingdon, Oxon.







# Radley Schools Group

Each school within the prep schools group is unique. Each has its own distinctive character but all deliver first-rate academic teaching and pastoral care in beautiful settings rich with potential for adventure and outdoor discovery.

The seven prep schools, Barfield, Beeston Hall, Chandlings Prep, Cothill, Kitebrook, Mowden Hall and West Hill Park, share consistent values: putting pupils first, performing to the highest standards, pooling strengths to collaborate and achieve more, innovating by anticipating change and adapting to it, and looking beyond the school gates to serve the wider local communities.

Group Office is an important hub which also hosts the other key functions for the group, HR, Finance, Commercial, IT and Marketing & Communications.





# Key responsibilities

- Maintain and manage the CEO/COO's calendars, including scheduling appointments, internal/external meetings, and travel itineraries.
- Schedule and arrange logistics for key governance meetings, eg Prep Schools Committee and Education Committee. Take minutes as required.
- Monitor, prioritise, and respond to emails and other communications on behalf of the CEO/COO when appropriate.
- Prepare agendas, presentations, and briefing documents for meetings.
- Plan and coordinate detailed domestic travel, including accommodation.
- Handle expense reports, document filing, contract management, and office logistics related to the CEO/COO.
- Assist with or lead special projects and initiatives as assigned by the CEO/COO.
- Act as a point of contact between the CEO/COO and internal/external stakeholders, ensuring effective communication and relationship management.
- Handle all sensitive matters with the utmost confidentiality and professionalism.
- Updating and issuing of Radley Schools Group (Prep Schools) policies.
- Assist with preparing and circulating Group wide communications and announcements to Prep School parents from the CEO/COO.



# Personal qualities

- Discreet and trustworthy: Maintains the highest level of confidentiality and discretion when handling sensitive information.
- Proactive and resourceful: Anticipates needs, solves problems independently.
- Highly organised: Excels in managing multiple priorities, complex calendars, and competing deadlines with precision and efficiency.
- Adaptable and composed: Remains calm and flexible, adjusting priorities seamlessly.
- Exceptional communicator: Possesses outstanding written and verbal communication skills, with a keen eye for tone, clarity, and diplomacy.
- Detail-oriented: Demonstrates a meticulous approach to tasks, ensuring accuracy and quality in all work.
- Relationship builder: Cultivates strong working relationships across all levels of the Group, acting as a professional liaison with tact and discretion.
- Judgment and initiative: Exercises sound judgment, takes initiative and knows when to escalate critical matters.





# 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.
- Employee Assistance Programme.
- Company sickness scheme.
- Free school meals during term time.
- Free parking on site.

# Application process

Applications can be submitted using the link on either Radley College's or Prep Schools Trust websites. Closing date for applications is 1 August 2025 and first stage interviews will take place w/c 4 August. 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.







# 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.





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