



RADLEY

# Partnerships Administrator

Abingdon, Oxfordshire | Start October 2025 or asap



# Key Information

At the heart of our partnerships programme is a determination to enact positive change; for the remarkable organisations we work with and in our boys. We have the resource, expertise, and enthusiasm to make a difference, but we have just as much to learn as we have to give. Our growing portfolio of meaningful, sustainable and mutually beneficial collaborations with schools, charities and community groups is central to our core purpose: to inspire greatness and nurture goodness. We are proud of the work we do and are honoured to grow in tandem with outstanding, purpose-driven organisations.

The Partnerships Administrator plays a central role in supporting Radley College's extensive partnership programme. Working closely with the Director of Partnerships, this role ensures the smooth running of all partnership activities, both within the College and with external organisations.

Key duties include the careful planning, coordination, and administration of partnership initiatives, maintaining excellent relationships with partner schools, charities, and community groups, and liaising effectively with Radley staff responsible for specific partnership projects.

This is not a purely administrative role; it demands keen organisational skills, an eye for detail, and the ability to manage multiple projects simultaneously. Diplomacy, discretion, and strong interpersonal skills are essential. The Partnerships Administrator helps ensure that Radley's Partnerships Dept reflects the College's values, meet its strategic aims, and strengthen its standing within the wider community.

The post-holder must be an effective communicator, both in writing and in person, with a courteous and polished telephone manner. Calmness under pressure is essential, as is the ability to manage multiple priorities without compromising standards. An unflappable temperament in moments of pressure are essential, as is a sense of humour!





# Key Responsibilities

## General Administrative Support for the Director of Partnerships

- Sets meeting times and manages the Director of Partnership's diary.
- Organises and schedules meetings for the Director of Partnerships with all partnership leads and internal staff involved in partnership delivery.
- On occasion, if required to take minutes at partnership meetings.
- Proofreads letters and emails, and send communications to partner schools.
- Maintains spreadsheets tracking student and staff involvement in partnership activities.
- Makes appointments for the Director of Partnerships to visit partner schools.
- Helps gather and organise data ahead of presentation to the Council and inclusion in the end-of-term impact report.
- Organises staff/boy gatherings and celebrations.

## Weekly Coordination and termly planning

- Manages recurring tasks that require weekly attention, such as organising minibus schedules, tracking student attendance, and supporting regular partnership events.
- Plans and coordinates activities that are scheduled on a termly basis, including data collation for impact reports, staff engagement events, and termly partnership meetings

## Wednesday Partnership Programme

- Organises weekly minibus schedules and bookings.
- Tracks and records student attendance.
- Informs all supporting staff of minibus timings and schedules.
- Prepares risk assessments for all activities, in collaboration with the Director of Partnerships.
- Plans and supports visits by the Director of Partnerships to schools before, during, and after events, collecting data and measuring impact.
- Works with the Director of Partnerships to register students involved in weekly activities.





# Key Responsibilities

## Music Strand

- Works with the Director of Music to provide logistical support for partnership events.
- Collaborates with the Communications team to provide photographs and information before, during, and after events.
- Provides on-hand assistance for internal music activities.

## Countryside Centre

- Works with the Director of the Countryside Centre to track pupil attendance
- Assists with logistical support of partnership activities.

## OX14 Learning Partnership

- Works with the Director of Partnerships in planning events for OX14 Learning Partnership schools
- Helps record student involvement in OX14 Learning Partnership events
- Assists with logistical support of OX14 Learning Partnership events.

## Support for the Swire Mandarin Centre Oxford (SCLC Oxford) - until July 2026

- Plans and coordinates all visits by the Director of Partnerships to schools within the SCLC Oxford network.
- Arranges accommodation and travel for participation in the Mandarin conference and related events.
- Gathers and organises data from all schools in the Centre for inclusion in the annual report.
- Liaises with schools to schedule meetings between the Director of Partnerships, headteachers, and teachers.
- Proofreads documents to be sent to Swire.
- Takes minutes at SCLC Oxford Steering Group meetings.





# Personal Qualities and Skills

- Strong organisational skills and attention to detail
- Effective communication and interpersonal abilities
- Project management and event coordination
- Data collection, analysis, and reporting
- Effective liaison with diverse stakeholders
- Risk assessment and management
- Proficiency in office software and digital communication tools

## Hours of work

Hours of work are 8.30 am to 3.30pm Monday to Friday with one hour for lunch.

This is a term-time plus position, working 39 weeks per year. Due to the demands of the role, all holiday is to be taken out of term-time and not during the first and last week of the school holidays.







# 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

- Contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the College's sports centre.
- 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.

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  
PARTNERSHIPS