



RADLEY

Appointment of
Graduate Assistant - Communications

Closing date: 12 noon, 2 December 2021



Radley College, Abingdon, Oxon, OX14 2HR

01235 543000

www.radley.org.uk/about-radley/employment

Culture and Background

Radley College is an independent boarding school of 760 boys situated five miles south of Oxford. Founded in 1847, the vision was to offer a different education from that offered by most Victorian public schools. A strong emphasis was to be put on the aesthetic and the beauty of the estate and the buildings contribute significantly to the atmosphere. Selective, but not ruthlessly so, the College is proud of its academic achievements both in and beyond the classroom. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually.

The hallmark of Radley remains its warmth, generosity and kindness. It is an extraordinarily busy and vibrant place: everyone is encouraged to be fully involved in a wide variety of activities outside the working day, with staff encouraged to see the plays and concerts put on by pupils. Further information about the school may be found on our website.

Information and background

As part of its new five-year strategy launched in 2021, Radley College has initiated a wide-ranging review into all aspects of communications at the school, both internally and externally. To enhance this review, we appointed a Communications Manager in August 2021 and the school is now seeking to recruit a Communications Assistant for an initial fixed period of two years, although this will be reviewed.

The Communications Assistant will work closely with the Communication Manager and the Director of Admissions and Communications, reporting to the Communications Committee on all aspects of the Communications review, including marketing plans for the initiatives launched in the new five-year strategy.

The Communications Assistant will be exposed to the full spectrum of marketing and communications activities to enhance the school's reputation in the UK and around the world. This is a unique role, and the successful candidate will be given the responsibility and autonomy to make a real impact.

Requirements

Key Responsibilities

- Produce and edit content for Radley's social media channels
- Update and manage the College website
- Help to coordinate and deliver marketing campaigns
- Write copy for, and coordinate release of, parent communications and press releases
- Assist with the production of printed publications
- Provide an effective proof-reading service
- Support Senior Management Team with staff/parental communications
- Occasional administrative/PA support to the Director of Admissions and Communications

Candidate Criteria

- Willingness to 'get stuck in' and be an active member of a busy team
- Enthusiastic and eager to learn
- Ability to prioritise and manage multiple projects
- Creative flair and willingness to contribute ideas
- Strong communication skills
- Excellent command of written English
- Confident enough to build relationships across the community

Qualifications and Experience

- Educated to degree level or equivalent
- Relevant marketing qualification
- Experience working in a marketing/ communications role is preferred (paid or voluntary)
- Confident with content creation platforms such as Adobe Creative Suite (InDesign, Photoshop etc)
- Capable photographer
- Video production and editing skills
- Working with a luxury or premium brand

We acknowledge that no candidate is likely to have all the qualifications, skills and experience listed here. However, we actively encourage those who believe they fit some of these criteria to apply. The role can be shaped around the qualities of the successful candidate.

How to Apply

Candidates may, if they wish, have an informal chat with the Communications Manager, please email hr@radley.org.uk to arrange this.

Applications must be submitted on the official application form which can be downloaded from our website and sent, together with a covering letter explaining your reasons for applying, to The HR Department, Radley College, Abingdon, Oxfordshire OX14 2HR or by e-mail to applications@radley.org.uk.

SELECTION PROCESS

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, in order 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 not being successful, 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. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

Staff Benefits

- 37.5 hours per week, likely to include regular evening and weekend work with time given in lieu
- Holidays – 33 days per annum, including bank holidays. Where the school is in session on a bank holiday this forms a normal working day.
- College sickness scheme.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Wellbeing – reduced membership of the school's sports centre and other sporting facilities, including a nine-hole golf course.
- Employee Assistance Programme.
- Free school meals during term time
- Free parking on site
- Reduced membership of the school's Sports Centre