

RADLEY

Appointment of
Admissions Manager
January 2023

Closing date: 12 Noon, Wednesday 11 January 2023

Interviews will take place w/c 16 January 2023



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 765 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 expected to be fully involved in a wide variety of activities outside the classroom as well as in the pastoral side of the school. Further information about the school may be found on our website.



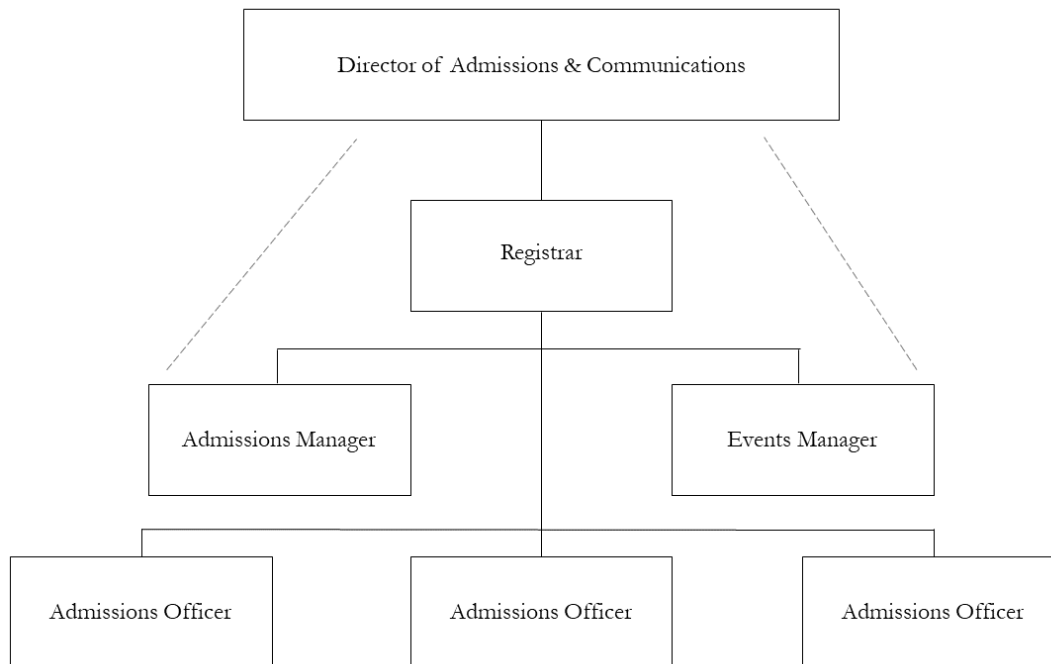
Admissions at Radley

Radley College is seeking to appoint an Admissions Manager to join our busy and dynamic admissions team. The successful candidate will work alongside the Director of Admissions & Communications and the Registrar to deliver a bespoke, personal service to every candidate. This role has been created to support our current work and to lead on new projects, which will include entry into new international markets and the expansion of our funded places programme.

Radley College is an exceptional school and therefore attracts significantly more enquiries than there are places. It is the role of the Admissions Department to manage this large volume of enquiries efficiently, but with warmth and skill to ensure that all prospective students and their families form a positive impression of the school. The Admissions Department works closely with academic and pastoral colleagues to ensure that places are offered to those boys who will benefit most from a Radley College education.

Appointment of Admissions Manager

The Admissions Manager's main role will be to manage the admissions process and support colleagues in their duties. The team structure is as follows:



This is a fantastic opportunity to join a close-knit team in a truly outstanding school. Ideally, we are looking for someone with experience in this role at another school. However, we would support appropriate training if the selected applicant doesn't have this experience.

We appreciate that not every candidate may have all the qualifications, skills and experience listed in the job description. However, we actively encourage those who believe they fit some of these criteria to apply. The specific duties of the role can be shaped around the qualities of the successful candidate. An excellent command of written English, numeracy and a strong attention to detail are, however, essential skills for this position and will be tested at the interview stage.



Person Specification

- Strong people skills: a friendly and approachable personality
- Experience of database management/processing
- First rate communication and organisational skills
- Ability to deliver an outstanding level of customer service
- A team-player, happy to work collaboratively
- Project management skills
- Flexible approach to work (some evening and weekend work will be required)
- Ability to work under pressure and to deadlines
- Good attention to detail
- Strong IT skills, including Excel
- Empathy with the independent education sector

Key Responsibilities

Office, Database and Website Management

- Alongside the Registrar, ensure the smooth running of Admissions Office systems and processes
- Support the management of our admissions database (SchoolBase, subject to change to iSAMS during 2023) to ensure that all enquiries and registrations are entered accurately
- Update the Admissions section of the website to ensure it is relevant and up to date
- Admissions correspondence, including induction material for new students
- Implementation of an Admissions social media presence, working alongside the Communications Manager

Enquiry Management

- Act as the first port of call for admissions enquiries and ensure each prospect receives a timely and appropriate response whether by email, telephone, via the school website, referral from current school or in person
- Build rapport with enquirers from the first point of contact, establishing why they think Radley College may be the right school for the prospective student and learning as much as possible about the boy's strengths and interests in order to inform the later stages of the admissions process
- Follow pre-determined communications plans to keep in touch with families who have enquired some time ahead of their son's planned entry, to ensure they retain a positive impression of the school

Open Events

- Ensure systems are in place to encourage families who have shown an interest in Radley College to register to attend an Open Day or visit the school
- Work closely with the Events Manager to ensure the smooth running of Open Days taking on specific responsibilities as directed by the Director of Admissions and Communications and/or Registrar

Appointment of Admissions Manager

Visits and taster days

- Work alongside the Events Manager to ensure the smooth running of taster ‘fun’ days; ensuring that visitors can meet the appropriate staff and boys according to the age and interests of the prospective student(s)
- Brief staff on the families/boys they meet to ensure the visits are beneficial for all
- Take responsibility for the smooth running of the visit, deputising for the Director of Admissions and Communications and/or Registrar when necessary and taking tours personally or making alternative arrangements if other staff are unavailable

Assessment

- Work alongside the Events Manager and the wider team to ensure the smooth running of assessment days for all entry points
- Liaise with feeder schools regarding the administration of the ISEB Common Pre-test, Common Entrance and Scholarship examinations

International Students

- Support the Registrar with the administration of Tier 4 visa applications from international students – helping to ensure Radley College remains up to date and compliant with relevant processes and legislation

Feeder Schools

- Develop an excellent working knowledge of Radley College’s feeder schools at 13+ and Sixth Form, building effective relationships with key staff to ensure the smooth running of the assessment process and the sharing of relevant information regarding prospective pupils

Events

- Represent Radley College at both internal and external events
- Co-ordinate the school’s attendance at prep school fairs, ensuring the correct literature and display materials are available in good time
- Undertake appropriate follow-up after events to nurture new connections and build on existing relationships

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Appointment of Admissions Manager

Hours of Work

9.00am to 5.30pm (or 8.30am to 5.00pm) Monday to Friday plus some evening and weekend work as required to support the Admissions Department.

25 days' holiday plus Bank Holidays

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

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

How to Apply

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 applications@radley.org.uk. If you have questions or would like to discuss the vacancy please email the Director of Admissions & Communications via hr@radley.org.uk.

SELECTION PROCESS

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. You will also be required to sit tests to evidence your ability to carry out the role.

In the event of not being successful, please be assured that all copies of identification will be destroyed.