



RADLEY

Head of Admissions

Abingdon, Oxfordshire | Competitive Salary & Benefits

www.radley.org.uk

Key Information

The post of Head of Admissions is a crucially important role at Radley College. The successful candidate will have responsibility for ensuring the admission of pupils at all entry points, from 11+ via The Radley Keys Award, through to 16+. As a key ambassador for Radley, the postholder will play a central role in communicating the College's essence, ethos, vision, values and strengths to prospective families and our wider community, working to ensure that we continue to be the first-choice destination for the most talented boys and their families.

The Head of Admissions is responsible for ensuring an exceptional admissions experience for prospective pupils, for further developing and nurturing excellent relationships with all our feeder schools, for sustaining an optimum number of successful pupil applications, and for furthering the College's aims to widen accessibility across each intake. Whilst this is a significant outward facing role, it is also one which requires careful and close liaison with all staff, to ensure that every admissions event runs smoothly and that the processes connected with admissions support the College's values in the academic and broader aspects of school life.

The current Registrar is moving abroad and as such we have taken the opportunity to re-structure the role. As the College prepares to launch its next five-year strategic plan, this new role has been created to enable the Director of Admissions & Communications to widen the College's focus on external relations. The Head of Admissions will report to the Director of Admissions & Communications and work closely with the Warden (Head) and other members of the College Management Team. The post holder will have line management responsibility for the whole admissions team. They will also play a key role in directing the work of the broader teaching and support staff in relation to admissions with the aim of delivering an exceptional admissions experience for all prospective families.

This is a stimulating role working with a well-regarded department, dedicated to ensuring the best admissions process both for parents and boys. The department is close knit, supportive and collaborative. It is also important that you have a good sense of humour - essential during peak times of the year!

This is a senior position and as such the successful candidate will have proven admissions leadership experience at a senior level, excellent communications skills, an innovative mindset, and an alignment with the values and ethos of the College.

Responsibilities

Leadership

- Lead the Admissions team by communicating the goals, vision and strategy, and supporting them to achieve at the highest level within a positive working environment.
- Ensure the Admissions department is a leader in the field in all aspects of its work, including in the consideration of how pupils are assessed, and in consideration of the wellbeing of pupils during the admissions process.
- Establish and maintain good working relationships with colleagues in all areas across the school.
- Have responsibility for meeting pupil recruitment targets across the school, working with the Director of Admissions & Communications.
- Management of the admissions database (iSAMS).
- Ensure that all work of the department is compliant with ISI, UKVI and GDPR requirements, adheres to current policies and upholds best practice.
- Manage the admissions budget in conjunction with the Director of Admissions & Communications.
- Author policies as required and monitor policy implementation as appropriate.



Process and Data

- Oversee the provision of full and accurate information to prospective parents in relation to the assessments, interviews and any other aspects of the admissions process, including the website.
- Oversee the planning, organisation and implementation of the admissions processes including all events – open days, assessment days, activity days, Prep School Heads' Conference etc. – and parental communication.
- Review and update the admissions processes and policies to ensure that they are truly inclusive and accessible to pupils and their families from all backgrounds and cultures.
- Manage the administration of Child Student Visa applications for international students, acting as a Level 1 user of the UKVI Online Sponsorship Management System and ensuring Radley College remains up to date and compliant with all relevant processes and legislation.
- Take a lead in decisions meetings following assessments and interviews, ensuring accurate results data is recorded and all supporting documentation collated and filed.
- Keep the Director of Admissions & Communications informed of the projected number of pupils for each year group for the following academic year in relation to the agreed budget.
- Ensure an effective transfer and induction of new pupils, including the sharing of information with the pastoral and academic support teams.





Strategy

- Work with the Director of Admissions & Communications to influence, develop and implement a strategy for future pupil recruitment, in line with our aims and ethos, and analyse success using key admissions data.
- Support the Director of Admissions & Communications to help realise the College's ambition to fully fund one in 10 boys.
- Work with the Director of Admissions & Communications to identify and predict trends relating to the sector.

Feeder Schools

- Develop an excellent working knowledge of Radley College's feeder schools at 13+ and Sixth Form.
- Work with the Director of Admissions & Communications to foster warm, open and mutually supportive relationships with feeder schools, ensuring effective communication about the strengths of Radley, any future developments at the school and our admissions processes.
- Coordinate attendance at future schools' events.

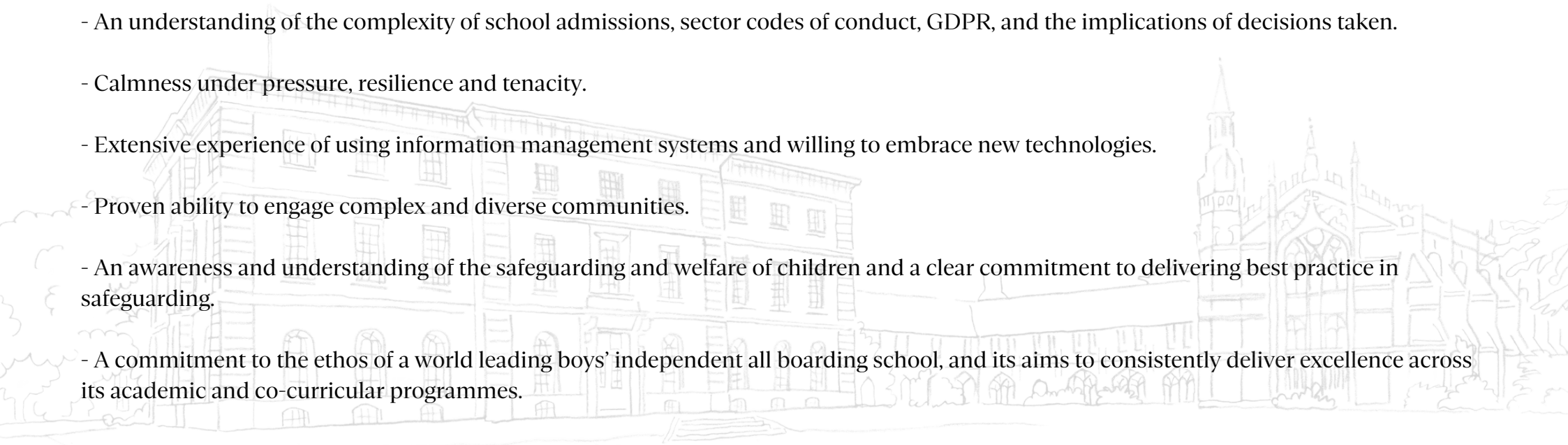
Events

- Work with the Director of Admissions & Communications, and the Admissions and Events Managers to ensure that events are run to a high standard, showcase the College, are engaging and achieve their objectives.
- Alongside the Director of Admissions & Communications, act as the face of admissions at public events, both at Radley and events in the UK and overseas.

Personal Qualities

The ideal candidate will have had admissions leadership experience at a senior level and have an ability to work collaboratively with senior colleagues. They will know how to get the best from others and have the skills to direct and empower their team to succeed, and to help the school achieve its ambitions. The successful candidate will be able to demonstrate:

- A strategic, pro-active approach to working across a complex organisation to further the school's priorities.
- Experience of leading and managing teams with a collegiate, inspirational and supportive approach.
- High standards, a commitment to excellence and a willingness to adapt to change.
- Diplomacy with a professional work manner.
- A reflective, forward-looking approach, ever ready to evaluate outcomes and to lead improvements as appropriate.
- Ability to analyse and present data.
- An understanding of the complexity of school admissions, sector codes of conduct, GDPR, and the implications of decisions taken.
- Calmness under pressure, resilience and tenacity.
- Extensive experience of using information management systems and willing to embrace new technologies.
- Proven ability to engage complex and diverse communities.
- An awareness and understanding of the safeguarding and welfare of children and a clear commitment to delivering best practice in safeguarding.
- A commitment to the ethos of a world leading boys' independent all boarding school, and its aims to consistently deliver excellence across its academic and co-curricular programmes.





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 our deep sense of community 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 in the local community. 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

- Competitive salaries.
- 33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.
- College sickness scheme.
- Pension (contributory group personal pension scheme).
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- Free school meals during term time.
- Free parking on site.

Application Process

Applications may be submitted by accessing the link on our website: www.radley.org.uk/employment/operational-vacancies.

The deadline for applications is 12 noon, Monday 24th June, but we reserve the right to consider applications as they arrive. First stage interviews will take place from 26th June. Ideally we are looking for a September start but can be flexible for the right candidate.

Applicants are encouraged to contact Sophie Langdale, Director of Admissions & Communications, to learn more about the role. Please get in touch via sll.langdale@radley.org.uk or +44 (0) 1235 548570.





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.



Radley is changing; attracting a broader intake of talented and enthusiastic boys. Still boarders, still boys, still gowned - but in its characteristically quiet and classy way, Radley has been sharpening up. We think it's an absolute humdinger of a school.

THE GOOD SCHOOLS GUIDE 2024

Every parent we meet tells us how happy their children are here, noting ‘the school encourages involvement and competitiveness, underpinned by the core values of humility, fair play and kindness’. And while pupils at this stunning red-brick edifice set in 800 acres have plenty to occupy themselves with, from the observatory and robotics playground to the golf course and fishing lake, they are never cast adrift.

TATLER

Public School of the Year 2024

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