

Head of Admissions Cothill Preparatory School

Radley Schools Group



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INTRODUCTION

Cothill is a leading co-educational prep school, offering day, flexi and full boarding for girls and boys aged 7-13. The school, founded in 1870, is proud of its illustrious reputation built on tradition, character and generations of distinguished achievement. Set in 26 acres of idyllic grounds and just a short drive from the city of Oxford, the school offers inspirational teaching and a huge variety of opportunities, both in and outside the classroom.

A typical Cothill pupil is well-rounded, happy and confident. They learn to strive, to listen, to be tolerant and to value relationships, such that they are recognised for their positive attitude, good manners and outgoing natures, as well as their academic and co-curricular achievements.

Following the appointment of George May as Head two years ago and the introduction of girls, flexi boarding and day pupils, Cothill became part of Radley Schools Group in September 2025 and so began a new chapter in its history.

This is an exciting time to join Cothill with the backing of a strong and supportive network. The Head of Admissions role is a new position which will report directly to the Head but will benefit from the support of the wider Radley Schools Group team and Sophie Langdale, Radley College's Director of Admissions and Communications. We are looking for an experienced, innovative Head of Admissions who will actively build on and promote Cothill's prominent position in Oxfordshire and beyond.

Andrew Ashton
CEO, Radley Schools Group (Prep Schools)



THE SCHOOL

Dum Spiro Spero! Whilst I breathe I hope!

I am delighted you are considering joining the Cothill community. You will find here an atmosphere where children are excited about school, stimulated not just by academic endeavours but by the joy of learning itself.

'Character is King' lies at the heart of the school's philosophy. At Cothill we aim to inspire a lifelong love of learning and to help every child to feel supported, challenged and empowered to thrive. We consider ourselves protectors of childhood and provide a broad curriculum, outstanding pastoral care and a stimulating environment that builds confidence, character and readiness for senior school.

We are proud of our leavers who go on to leading senior schools such as Radley, Eton, Harrow, Marlborough and Oundle with around a quarter gaining scholarships every year.

At the heart of the school's success lies the adage: it takes a village to raise a child. Cothill is a village – everyone is known and belongs, they play their part in the Cothill family and seek to be a stakeholder in building a better future.

George May
Head, Cothill Prep School



A homely but high-achieving co-educational day and boarding school, set in 26 lovely acres near Oxford. The emphasis is on 'fit' here, and allowing children to be children.... A very family-oriented school. Parents love the pastoral care.

MUDDY STILETTOS



The Head of Admissions will play a key role in supporting the school's successes. This is an exceptional opportunity for a creative, confident and ambitious admissions professional to make a meaningful contribution in a role that offers genuine potential for both personal satisfaction and professional development.

Reporting directly to the Head, but with the benefit from the support of the wider Radley Schools Group, we are looking for an individual who is equally comfortable developing strategy and delivering it effectively. The role will suit someone who enjoys engaging and building rapport with prospective families while also articulating and sharing a compelling, strategically informed narrative about the school more widely amongst families locally, across the UK, and internationally.

KEY RESPONSIBILITIES

Strategy

- Lead the full admissions process from first enquiry to first day, ensuring a warm, professional, and personal experience.
- Build strong relationships with prospective families, acting as their main point of contact throughout.
- Working with the Head, take responsibility for meeting pupil recruitment targets across the school.
- Develop and implement short, medium and long-term strategies for future pupil recruitment, in line with our aims, values and ethos.
- Track and analyse admissions data to improve conversion rates and inform future strategy.
- Drive pupil recruitment through innovative evidence-based strategies.
- Identify and predict trends relating to the education sector.
- Oversee all admissions operations and administration, ensuring continuous improvement and excellent, timely and efficient customer service throughout.
- Lead international recruitment, strengthening existing markets and opening new ones.
- Oversee the admissions budget, ensuring value for money and effective allocation of resource.
- Establish and maintain good working relationships with colleagues across the School.

Events

- Oversee the planning, organisation and implementation of admissions events such as open mornings, taster days, individual tours and international recruitment trips.
- Act as the face of admissions at public events.



Process and Data

- Management of the admissions database (iSAMS).
- Analysis and forecasting of pupil numbers including the monitoring of pupil recruitment and balances.
- Management of 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 Cothill remains up to date and compliant with all relevant processes and legislation. The school engages Sable International to assist with this.
- 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.
- Ensure an effective transfer and induction of new pupils, including sharing relevant information with the pastoral and academic teams.

Marketing and Communications

Working closely with the Communications team to provide strategic oversight of:

- All aspects of Cothill's marketing and communications operations including the website, digital presence, video and content strategies.
- Targeted campaigns and events to drive recruitment, retention, advocacy, loyalty and community engagement.
- The consistency and authenticity of message in the promotion of Cothill's brand, ethos and excellence.

THE PERSON

The successful candidate will be a central figure in the life and future of the one of the UK's leading prep schools. The Head of Admissions will thrive on defining clear, innovative strategy, delivering measurable impact and representing the school with warmth and confidence.

SKILLS AND EXPERIENCE

- Proven experience in admissions, ideally in education or a customer-focused environment.
- Exceptional interpersonal, communication and presentation skills.
- Confident in managing events and engaging with parents and stakeholders.
- Track record of developing and delivering successful recruitment strategies.
- Commercial acumen combined with strong analytical and strategic planning skills.
- Extensive experience of using information management systems and willing to embrace new technologies.
- An understanding of the complexity of school admissions, sector codes of conduct, UKVI, and GDPR.
- Clear commitment to delivering best practice in safeguarding and to the promotion of diversity, quality and inclusion.
- Strong understanding of the independent school sector.





PERSONAL QUALITIES

- A warm and personable nature who builds relationships easily.
- High standards, a commitment to excellence and comfortable working under pressure.
- Diplomatic with a professional work manner.
- Outstanding command of the English language.
- Innovative mindset, seeking new ways to communicate messages effectively and creatively.
- A strategic, pro-active approach.
- Flexible with a can-do attitude.
- Ability to analyse and present data.
- Eye for detail with strong organisational skills and the ability to manage multiple priorities.
- Willingness to work flexibly, including evenings and weekends as needed and to take an interest in and become involved in all aspects of school life.
- An empathy for Cothill's values, ethos and heritage.



A leading prep boarding school that is familial, quirky and unashamedly traditional. Confident and well-adjusted pupils work hard, play hard and jump at the many, varied opportunities on offer. Limited tech, larking in the fresh air, the beautiful setting and first-class education are all key elements in arcadian Cothill.

HOW TO APPLY

The deadline for applications is midday on Wednesday 15th April 2026 but we reserve the right to consider applications as they arrive.

Applicants are encouraged to contact Sophie Langdale, Director of Admissions & Communications at Radley College, to learn more about the role. Please get in touch via sll.langdale@radley.org.uk or +44 (0) 1235 548570. We are an equal opportunities employer and welcome applications from all backgrounds. Please let us know if you require adjustments during the process.

We will reward the successful candidate with a competitive salary and benefits package which includes 50% staff fee remission. This is a full-time, permanent post that will attract 30 days' leave per annum plus bank holidays (where these do not fall in term time). Employees of the School also benefit from lunch in the School's Dining Hall. Further details will be made available on enquiry.



SAFEGUARDING

Cothill 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 Group 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. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.





Radley Schools Group, launched in September, brings together eight schools – Radley College, Barfield, Beeston Hall, Chandlings, Cothill, Kitebrook, Mowden Hall and West Hill Park.

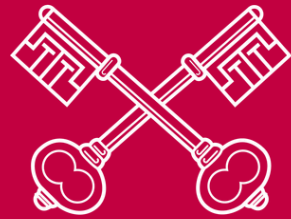
Radley Schools Group believes in the timeless and authentic values of outstanding charitable independent education. Through the strength and stability of our group, we are committed to providing exceptional educational opportunities for all our pupils throughout their childhood. Blending the very best of tradition and innovation, we seek to develop young people of outstanding character and purpose for generations to come.



Asked what they would change, one pupil said: 'Nothing, it's already perfect. You can't go wrong at Cothill.'

TATLER SCHOOLS GUIDE 2026





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