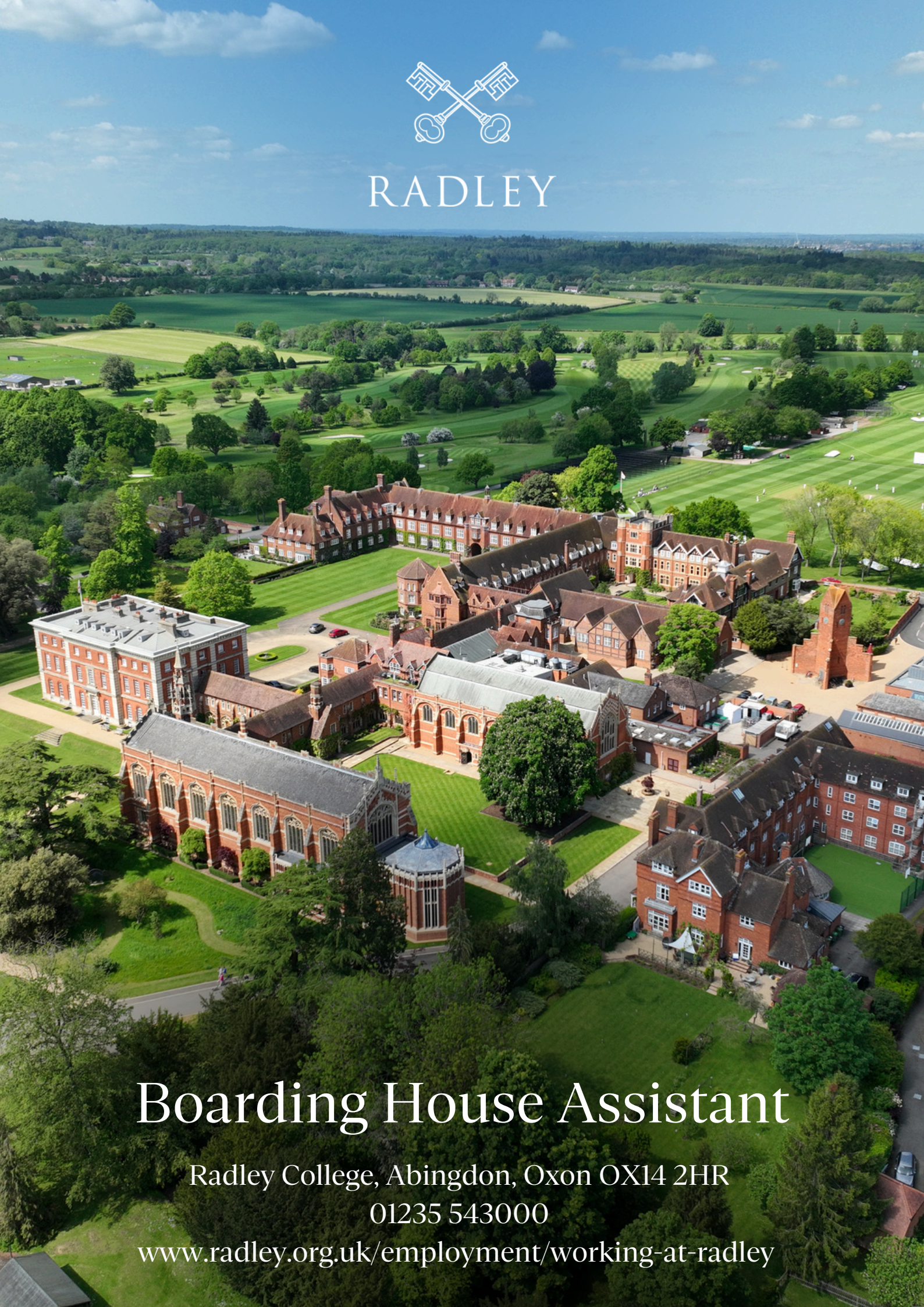


Boarding House Assistant

Radley College, Abingdon, Oxon OX14 2HR
01235 543000
www.radley.org.uk/employment/working-at-radley

Culture and Background

Radley College is an independent boarding school of around 770 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: the pupils are expected to be fully involved in a wide variety of activities outside the classroom - further information about the school may be found on our website.

Information and background

This is a new role designed to enhance the pastoral support the school offers in each of its boarding houses. The Boarding House Assistant ("BHA") will play a key role in assisting the Pastoral Team in the care of the pupils and the day to day running of the boarding house. You will be responsible for taking early morning registration of the boys in Social as well as assisting with the cleaning within Social. The BHA will deputise for the PHM in their absence and this may include the administration of medicines. The BHA plays an important role in helping to develop a culture based on kindness, courtesy, dignity and respect.

Hours of work will be 7.00am to 11.00am Monday to Friday (20 hours per week, term-time only). From 7.00am to 8.30am you will work with the Pastoral Team (PHM, Tutor, Residential Sub-Tutor) to ensure that students' needs are put first, from 8.30am to 11.00am you work for the central housekeeping team, cleaning pupil rooms and/or communal areas within Social as directed by the Housekeeping Management Team. Additional hours of work are available.

The role of BHA provides valuable experience of working in both the pastoral and housekeeping spheres of a boarding house, providing pastoral and first-line medical support for pupils and contributing to the oversight of the day to day running of the House. The post holder might go on to be promoted to PHM or a Matron at Radley or elsewhere.

The Role

We are seeking friendly, reliable individuals with a good sense of humour, who enjoy working both independently and as part of a team.

Radley College is a vibrant community, home to pupils, staff, families, and children. The ideal candidate will be approachable, cheerful, and able to interact with all members of our community in a positive and welcoming manner.

Job responsibilities will vary between Socials and they may include some or all of the following:

- Provide high levels of pastoral care to pupils;
- Contribute to building an effective team within in the Social;
- Deputising for the PHM on their days off, including providing first-line medical care when required;
- Daily registration of all pupils in the House, reporting to the Tutor/Residential Sub-Tutor each day;
- Promote and safeguard the welfare of pupils, adhering to the school's safeguarding procedures at all times;
- At times, be available to accompany pupils to routine medical appointments as necessary. This may include accompanying a pupil to the College's Health Centre;
- Clean pupil rooms and/or communal areas as directed by the Housekeeping Management Team;
- Ensure appropriate standards of cleanliness are maintained while cleaning communal areas and/or boys' rooms;
- Encourage and help pupils to keep their rooms in good order;
- Assist the PHM in securing boys' rooms at the end of term and at half terms.



Person Specification

Skills and Experience

- Reliability
- Willingness to develop own professional skills
- Adaptability, resilience, energy and perseverance
- Ease with, and interest in, young people
- A sense of joy and fun
- Be a good team player with a resourceful and flexible 'can do' approach
- The ability to solve problems and seek help when necessary.
- A good command of the English Language
- Ability to be flexible in working hours to meet the demands of the position
- Excellent communication skills to liaise with a wide range of people. (Previous experience in a similar position would be desirable, but not essential.)
- Awareness of health and safety in the workplace, including COSHH and Manual Handling is desirable

Personal Attributes

- Reliability
- Well organised
- A flexible approach to assist colleagues where required
- High levels of self motivation
- Positive attitude
- A commitment to setting and maintaining standards of excellence

Hours of work

This is a term time only position working approximately 33 weeks per year. Monday to Friday, 7.00am to 11.00am which is a total of 20 hours per week. Additional hours are available.

Staff Benefits

- Competitive salary
- The College's defined contribution pension scheme, with generous employer contributions
- Wellbeing – reduced price membership of the College's sports centre and other sporting facilities, including a nine-hole golf course.
- A generous College sickness scheme
- An Employee Assistance Programme
- Death in service benefit (if member of the pension scheme)
- Electric car benefit scheme (if applicable)
- Free parking on site
- Accessible public transport links

How to apply

Applications can be submitted via the link on the school website www.radley.org.uk/employment. Internal applicants need only to provide a letter of interest. Closing date 26 November 2026.

We reserve the right to consider applications as they arrive.
If you have any questions or would like to discuss the vacancy please contact the HR department - hr@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

Safeguarding is at the heart of all we do in the school and the school expects all employees to share its commitment to the safeguarding and welfare of its pupils. 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 and Keeping Children Safe in Education 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 the College's 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.