



RADLEY
SCHOOLS GROUP

Credit Controller

(Full-time, all year)

Radley Schools Group

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Radley Schools Group, launched in September 2025, brings together eight schools – Radley College, Barfield, Beeston Hall, Chandlings, Cothill, Kitebrook, Mowden Hall and West Hill Park. Collectively, we believe in, and celebrate, the timeless and authentic values of charitable independent education.

Radley Schools Group believes in the timeless and authentic values of high quality 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. We are committed to providing an outstanding educational experience, supported by strong operational and financial foundations.

An exciting opportunity has arisen for an experienced Credit Controller to join Radley Schools Group. This key role has been created to drive a significant reduction in aged debt across our seven prep schools and establish effective, sustainable processes for the management and collection of school fees.

You will take ownership of the credit control function, working closely with parents, guardians and colleagues to ensure timely fee collection while maintaining positive and professional relationships. We are looking for a confident and organised individual who can combine a firm, consistent approach to debt recovery with empathy, discretion and outstanding customer service.



The role

Based at Radley College (situated between Oxford and Abingdon), this is an all-year, full-time role. The successful candidate will be customer-focused and play a key role in the effective administration, collection and management of school fees.

This newly created role will be part of the small, experienced Finance Team who work closely together. The position will be split across the Radley Schools Group and Radley College Finance Team, with approximately three days per week dedicated to managing credit control for all seven prep schools within the Group, and two days per week supporting the wider financial operations of Radley College.

Managing the credit control for all seven prep schools, you will be responsible for the whole process of fee collection once bills have been raised. Consistency is key, and you will implement robust processes to ensure that the aged receivables balance is maintained at a manageable level.

As Credit Controller, you will support the Fees Team with our termly billing and ensure the timely collection of fees. Key to the role is building and maintaining positive relationships with parents and guardians, delivering a professional and empathetic service to families, while also providing finance support to Radley College as part of the wider Finance Team.



KEY RESPONSIBILITIES

- Monitor outstanding student account balances and proactively follow up on overdue school fees via phone, email and formal letters.
- Assess, document and monitor structured repayment plans for families experiencing short-term financial hardship.
- Support the fees team with termly billing.
- Initiate formal debt recovery procedures, including liaising with debt collection agencies when debts become uncollectable.



CANDIDATE CRITERIA

Essential:

- Strong Excel/Google Sheets skills.
- Excellent organisational skills with the ability to prioritise complex and competing tasks.
- Ability to work independently and be self-motivated.
- High standards of written communication.
- Clear oral communication skills, with the ability to balance firm debt collection targets with genuine compassion for individuals under stress.

Desirable:

- Experience of working in a school environment.
- Familiarity with school billing cycles, term-by-term fee structures and 'extras' ledger accounting.
- Knowledge of Google software.





PERSONAL QUALITIES

- A warm and personable natured individual
- Good team-working and communication skills, including the ability to communicate effectively and build rapport with colleagues at all levels across the business.
- 'Can-do', hands on attitude and the willingness to take on cross-functional tasks across the office to support colleagues where necessary.

STAFF BENEFITS

- 25 days holiday per annum, plus bank holidays.
- Contributory group personal pension scheme.
- Reduced membership of the Sports Centre.
- Reduced membership of Radley College's nine-hole golf course.
- Employee Assistance Programme.
- Group sickness scheme.
- Free school meals during term time.
- Free parking on site.
- Excellent public transport access (train and bus).

APPLICATION PROCESS

Applications should be submitted via the link on Radley Schools Group website. We reserve the right to interview candidates as applications are received and if successful we may withdraw the advert prior to the closing date.

To arrange an informal chat about the role please email clawes@radleyschoolsgroup.org.

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, 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 your application being unsuccessful, please be assured that all copies of identification will be destroyed.





SAFEGUARDING

Radley Schools Group 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. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.