



RADLEY

Futures Co-Ordinator

Abingdon, Oxfordshire | Start November 2025

Key Information

The Futures Programme is a core pillar of a Radley education, designed to broaden Radleians' horizons by introducing them to a range of industries, career pathways, and sectors they may not have considered. Through this programme, Radleians gain the knowledge, confidence, and skills to make informed decisions about their future, leaving the College with a clear and purposeful plan for life beyond the classroom.

We are looking to appoint someone with excellent communication and organisational skills to join our experienced team to help co-ordinate the many elements of the Futures Programme. Working closely with the Futures Manager and Director of University Entrance, you will be highly organised, able to prioritise effectively, work under pressure, and have a keen eye for detail. This is a term time position, working 15 hours per week.





Main Duties

Working with the Futures Manager you will be:

- Supporting event planning and administration
- Researching careers information and opportunities for students
- Ensuring Futures Team SharePoint site and Parent Portal pages are current
- Enabling students to access Radley's networking platforms
- Finding speakers for Futures and alumni events
- Helping to develop the network of contacts
- Managing ad hoc projects and administrative duties as required

Working with the Director of University Entrance you will be:

- Assisting with the annual process of UCAS applications
- Final line of checking UCAS applications

Candidate Criteria

The successful candidate will ideally demonstrate the following:

- Previous experience in an office administration capacity
- Proficiency in Microsoft Office 365 applications, including Word, Excel, PowerPoint, and Teams
- A willingness to acquire and adapt to new technologies and systems as required by the role
- Strong organisational skills, with the ability to work accurately under pressure and meet strict deadlines
- Evidence of a high standard of written and verbal communication
- Self-motivation, combined with a collaborative, flexible, and proactive approach to work
- The capability to manage and prioritise competing demands effectively

Hours of work

This is a term time position working 15 hours per week Monday to Friday.

There is flexibility on how these hours can be arranged between the core times of 9.00 am and 3.00 pm.

Staff Benefits

- Annual salary of £9,255 (27.53% of FTE £30,000)
- Contributory group personal pension scheme
- Death in service benefit (if a member of the pension scheme)
- Reduced membership of the College's sports centre
- Reduced membership of our nine-hole golf course
- Employee Assistance Programme
- College sickness scheme
- Free parking on site



Application Process

Applications should be submitted via the link on the College's 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.

Closing date for applications is 12 noon, Wednesday 24 September with interviews scheduled for 2 October. If you have any questions or would like to discuss the vacancy please email the Futures Manager (kr.rhodes@radley.org.uk)

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 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.



What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.

TATLER SCHOOLS GUIDE 2024



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 the sense of community here 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 as part of our partnerships programme. 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.



RADLEY