



RADLEY

# Admissions Manager

Abingdon, Oxfordshire | Start Autumn 2026

# BACKGROUND

Radley College, an independent full boarding school for boys aged 13-18, is seeking an exceptional Admissions Manager to join a dynamic, innovative and exciting team.

Radley stands at the forefront of independent education globally, with a reputation for outstanding academic achievement, exemplary pastoral care, and a vibrant co-curricular programme. Nestled in 800 acres of stunning Oxfordshire countryside, just three miles from Oxford, our school is equipped with world-class facilities and enjoys strong relationships with both prospective students and feeder schools.

The Admissions Manager plays a critical role in the admissions process, supporting the Head of Admissions in managing all aspects of student intake and related administrative tasks. We are looking for an enthusiastic, committed and experienced individual to help us deliver an outstanding admissions experience. This is an exceptional opportunity for a creative, confident, innovative and ambitious admissions professional to make a meaningful contribution in a role that offers genuine potential for both personal satisfaction and professional development.



The Admissions Department is based in our beautiful Mansion building.

# Admissions Department

Radley College attracts a significantly higher number of enquiries than there are places available. The Admissions Department plays a pivotal role in managing this high volume of interest with efficiency, professionalism, and a personal touch. It is essential that every prospective student and their family receive a warm and well-informed introduction to the College, leaving them with a lasting positive impression.

As the Admissions Manager, you will play a vital role in shaping the admissions experience for our prospective students and their families. Working closely with the Head of Admissions and our dedicated team, you will manage significant aspects of the admissions journey, ensuring a seamless and welcoming overall process that reflects the College's ethos and values. The role will suit someone who enjoys engaging and building rapport with prospective families whilst also articulating and sharing a compelling, strategically informed narrative about the College more widely amongst families locally, nationally and internationally.





# Job Description

## **Admissions Manager key responsibilities:**

### **Shell (Year 9) Admissions Management:**

- Lead on the Y6 and Y7 cohorts within the admissions pipeline, notably managing the entry process, coordination of shortlisting, assessment day attendance, offer meeting and communication of results.
- Coordinate and maintain records for the allocated Shell cohorts, ensuring that all necessary processes are in place and that families enjoy a smooth admissions journey to Radley.

### **Enquiry Management:**

- Alongside the rest of the Admissions team, serve as a point of contact for all admissions enquiries, providing prompt, professional, and personalised responses.
- Work on the entire process from initial enquiry through to offer letters and enrolment, ensuring a positive experience for every prospective family.
- Establish strong relationships with prospective families from the first point of contact, gathering key information to understand the needs, strengths, and interests of each student. Use this insight to guide the admissions process effectively.
- Work alongside the Head of Admissions to create a structured plan to engage with families over an extended period, ensuring that prospective students and their families remain informed and positive about Radley College throughout the admissions cycle.

# Job Description

## Other responsibilities:

### Events and Representation:

- Represent Radley College at both internal and external events, showcasing the school's offerings to prospective families.
- Initiate post-event follow-up to nurture relationships with prospective families, prep heads and educational consultants ensuring the cultivation of strong, ongoing connections with all stakeholders.

### Individual Tours:

- Coordinate and conduct individual tours for prospective families

### Overseas recruitment trips:

- Support the Head of Admissions in the planning and organisation of admissions tours overseas.





# Candidate Criteria

## **Qualifications:**

Educated to degree level or equivalent.

## **Experience:**

- Proven experience in admissions, marketing, customer service, or a related role, ideally within an educational or boarding school environment.
- Experience in managing databases (preferably iSAMS).
- Experience in logistics planning and delivery.
- Experience of working collaboratively within a busy team.
- A high level of organisational and administrative ability including managing competing priorities to meet deadlines.
- A positive, practical and pro-active attitude.
- A team player with excellent communication and interpersonal skills that can be applied at all levels.

## **Skills and abilities:**

- Ability to build positive relationships with prospective families, feeder schools and colleagues.
- Commercial awareness and the ability to promote the school in a competitive market.
- IT proficiency, including Microsoft Office (particularly Excel) and admissions/CRM platforms.
- Ability to analyse data and produce reports to inform strategy and decision-making.

## Knowledge:

- Understanding of the UK independent education sector, particularly boarding.
- Knowledge of safeguarding responsibilities in a school context.
- Understanding of visa and compliance processes for international student admissions.

## Personal Qualities:

- Professional, warm, and approachable manner.
- Tactful and diplomatic with a high level of emotional intelligence.
- Self-motivated and able to work under pressure with minimal supervision.
- A team player with a flexible and collaborative attitude.
- Commitment to promoting the ethos and values of the school.
- Willingness to work outside normal hours as required (e.g. evenings and weekends for school events).
- Innovative mindset.



# Staff Benefits

- 33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.
- Generous contributory group personal pension scheme, with the option of using salary exchange.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership fee for nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free school meals during term time.
- 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, Friday 8<sup>th</sup> May with interviews to take place on Wednesday 13<sup>th</sup> May.

Applicants are encouraged to contact the Head of Admissions Libby Eaves to learn more about the role via email [EHE.Eaves@radley.org.uk](mailto:EHE.Eaves@radley.org.uk) or by phone +44 (0) 1235 548571.

We are an equal opportunities employer and welcome applications from all backgrounds. Please let us know if you require adjustments during the process.



# Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. 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. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. 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. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

Radley College Safeguarding policy can be found on the school website. The position will be offered subject to the receipt of satisfactory references, proof of qualifications and proof of right to work in the UK.

Equality, diversity and inclusion are values that are important at Radley College. We believe in diversity and actively welcome anyone regardless of their background to bring their valuable and relevant skills to the Radley community.





## Radley College

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. As one of the world's leading schools, it is our added value, 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 and we work hard to ensure that each and every individual that works, or learns, at Radley feels part of our wonderful family.



RADLEY