



RADLEY

Costume Assistant

Radley College, Abingdon, Oxon OX14 2HR

01235 543000 www.radley.org.uk/employment/working-at-radley

The Department

For many boys at Radley, drama plays a significant role in their time here. There are plentiful opportunities for boys to engage with drama, from performing in plays or being part of a technical team and backstage crew, to writing their own plays and studying drama as an academic subject at both GCSE and A Level.

Drama is extremely popular across all year groups, both as an academic subject and a co-curricular activity. There are currently three classes in Years 10 and 11 studying Drama GCSE, and a healthy uptake at A Level. The Drama department delivers a dynamic programme of annual events, including the biennial College Musical/ College Play, year group plays, acting competitions and cups, and termly drama workshops, alongside GCSE and A Level performances. Other new initiatives include the founding of Shakespeare Shorts (an OX14 Partnership programme for Year 9), participation in the National Theatre New Views playwriting programme and hosting a National Youth Theatre audition day. The boys' talent and enthusiasm shines through in all their endeavours, most recently illustrated in 13 places awarded by the NYT, the cast of *Les Misérables* being invited to perform at the National School Theatre Awards, and Radley College being a finalist in the Muddy Stilettos Best School awards for Dynamic Performing Arts.

Radley College's 400 seat theatre is a wonderful and versatile performance space, equipped with modern technical resources, including intelligent lighting and a recently installed digital sound system. In addition to the theatre there is a black-box studio (used for smaller productions, classes and examination performances) and two drama classrooms for teaching.

The Drama department is a busy and dynamic environment; in addition to the Director of Drama there is a supportive team consisting of the Head of Academic Drama, a Drama Teacher, the Technical Theatre Manager, a Costume Designer and Costume Assistant, a Scenic Fabricator and a visiting LAMDA coach. All members of the academic team direct year group plays and are fully supported by the Theatre Team.



The Role

Radley College stages approximately five major productions each year, in addition to academic drama performances and drama competitions. We are seeking an individual with a genuine interest in costume within a theatre environment to support and assist the College's Costume Designer across co-curricular productions.

You will play a key role in ensuring costumes are prepared, maintained, and fitted appropriately, and that the wardrobe department runs smoothly. Guidance and mentoring will be provided throughout each project.

The role requires flexibility and the ability to adapt to the changing demands of each production.

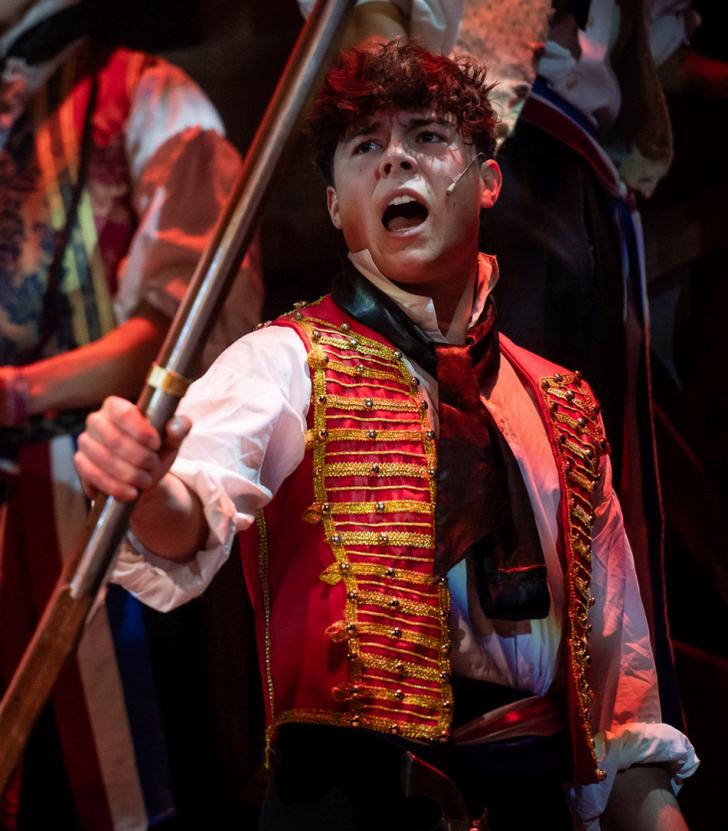
Main Duties

- Assisting with costume fittings and collating cast measurements for productions.
- Supporting backstage operations, including hair and makeup, and following dressing plots during performances.
- Preparing dressing rooms and setting out costumes for actors.
- Labelling, washing, and ironing costumes using the in-house facilities at Radley's theatre.
- Attending rehearsals as required to support costume needs.
- Contributing to the maintenance and organisation of the Wardrobe Department and Props Store.

Working Pattern

This is a part-time, term-time role working 17.5 hours per week, with specific days agreed with the successful candidate. Some evening and weekend work will be required during production periods.





Skills and attributes

- Excellent sewing skills, both hand and machine, delivered to a high professional standard.
- Confidence and initiative, with the ability to follow instructions and respond effectively to feedback.
- Strong creativity, with a natural eye for design and exceptional attention to detail.
- Effective time-management and organisational abilities, with a proven capability to meet deadlines.
- Collaborative team player, demonstrating professionalism and positive conduct with colleagues.

Staff Benefits

- Generous employer contributions to the College's DC pension scheme
- Free meals during term time
- Reduced membership of Radley Sports Centre and access to other facilities on site
- Reduced membership of 9-hole golf course
- Free parking

How to Apply

Applications should be submitted via our online application form. The deadline for applications is 12 noon Wednesday 12 April but we reserve the right to consider applications as they arrive. Interviews are scheduled to take place Tuesday 21 & Thursday 23 April.

Selection Process

If shortlisted, you will be invited for interview. Your interview will include 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 not being successful, 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

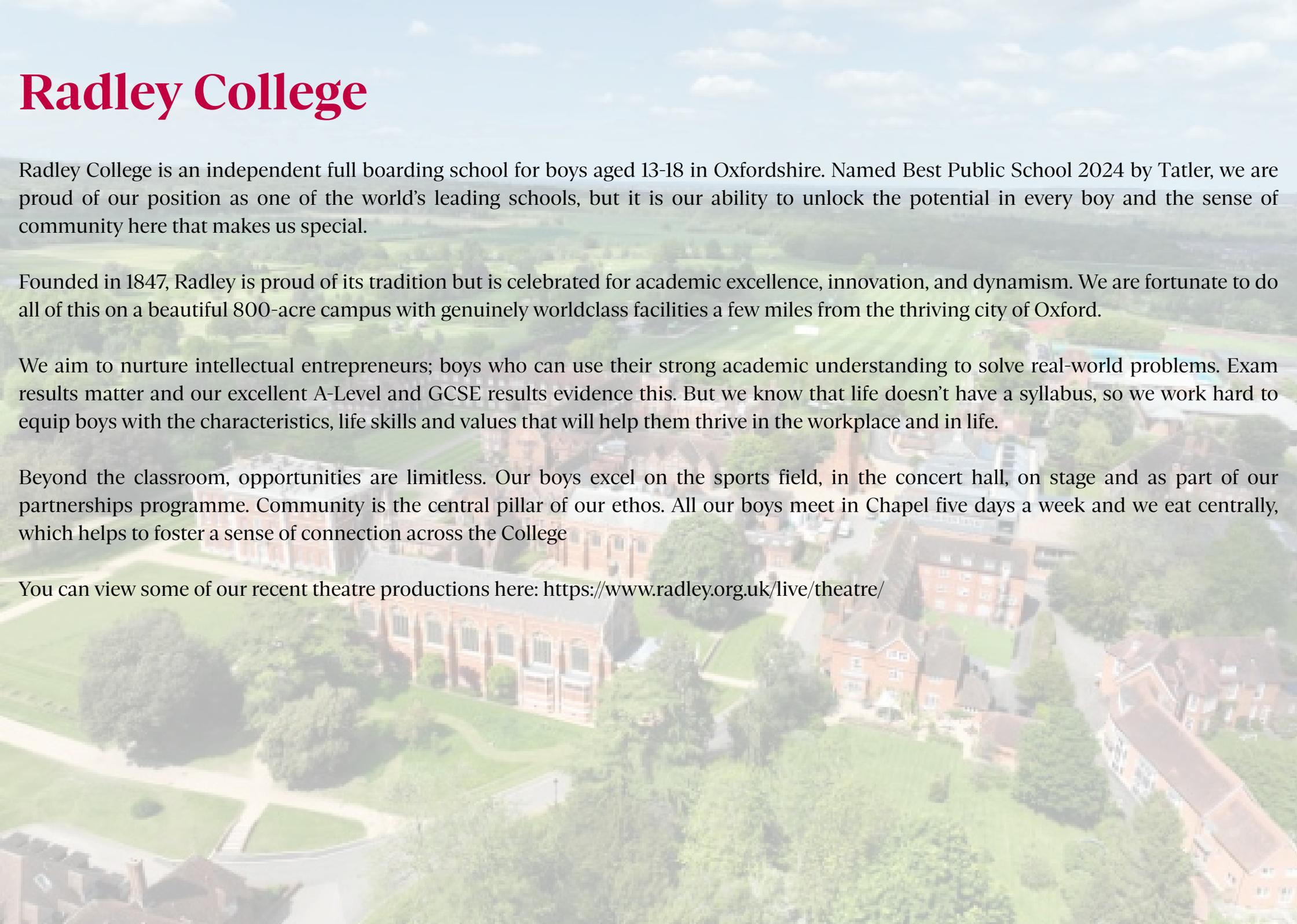
Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes 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 worldclass 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

You can view some of our recent theatre productions here: <https://www.radley.org.uk/live/theatre/>





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