



RADLEY

Bursary Receptionist / Administrator

Abingdon, Oxfordshire

KEY INFORMATION

The Bursary is at the heart of the College's operations, supporting all non-academic functions including finance, HR, IT, estates and wider services. It plays a key role in ensuring the smooth and efficient running of the College.

The Bursary Reception is the primary point of contact for visitors, parents, staff and pupils. It is a highly visible function, representing the College and providing a professional, welcoming and efficient service at all times.

The Bursary Receptionist / Administrator is a varied and people-focused role, combining front-of-house responsibilities with administrative support across the Bursary.

The successful candidate will ensure that all visitors and enquiries are handled professionally, while also supporting a wide range of administrative tasks that contribute to the efficient running of the College.

The role operates on a job-share basis, with reception covered from 7.30am to 6.00pm on a shift rota, allowing for consistent service throughout the working day.



Key Responsibilities

- Provide a warm welcome for visitors to the College.
- Responsible for a range of administrative/secretarial duties as required, including typing, proof reading, photocopying, organising meetings, etc.
- Procurement of stationery for the school.
- Supporting the Bursar's EA with administration, as required.
- Liaising with the EA to Common Room regarding travel arrangements for pupils at the end of term/Leave Aways and Exeats.
- Produce accurate letters, memos, reports and other documents, when necessary.
- Liaise with parents, staff and pupils.
- Maintenance of Bursary website pages ensuring information is up to date and relevant.
- Manage ad hoc projects as required.
- Using the school's database to extract information and print reports.
- Monitor key dates within the school's calendar to ensure work is carried out in an effective and timely manner.
- Answering telephone calls to the Bursary Reception.
- Provide help to Bursary colleagues during peak periods.
- Assist with internal minibus booking enquiries and take delivery of hired-in minibuses (take photos and note any damage to the Bursar's EA for insurance purposes).
- Assist staff with access to the e-Track key cabinet.
- Liaise with local garage regarding damage to minibuses in the absence of the Estates Operations Manager.
- Administer staff and pupil taxi bookings, as applicable.
- Oversee pupils getting into correct taxis at the end of term (apart from the end of the academic year if it falls on a Saturday), start of exeat weekends and Leave-Aways.



Skills and Experience

The successful candidate will be a professional, organised and approachable individual with strong administrative experience and excellent communication skills. They will be confident managing a varied workload, prioritising effectively and working both independently and as part of a team. With a high level of attention to detail and accuracy, they will demonstrate resilience under pressure and a proactive approach to problem solving, alongside a commitment to delivering a high level of customer service.

The successful candidate will:

- Be highly IT literate, with strong working knowledge of Microsoft Office (Word, Excel, PowerPoint) and databases
- Have experience in administrative or secretarial roles
- Be confident using email systems and digital tools effectively
- Demonstrate fast and accurate typing skills
- Be comfortable working with data, reports and information systems
- A good understanding of office systems, document formatting, and data handling will be essential to succeed in this role.



STAFF BENEFITS

- 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.



This is an unbelievable place, steeped in tradition yet evolving by the minute.

TALK EDUCATION





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 Friday 17 July.

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

Should you wish to have an informal chat about the role before submitting an application, please contact the HR Department to arrange this HR@radley.org.uk or 01235 548518.

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.



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.



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