



RADLEY

# Administrative Assistant

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)



# Job Overview

We are seeking a highly organised and professional administrator, primarily to support our Deputy Head (Pastoral), who also serves as the College's Designated Safeguarding Lead (DSL). This role demands excellent administrative and secretarial skills, along with a strong understanding of safeguarding policies and the importance of confidentiality.

The successful candidate will play a vital role in ensuring the efficient management of safeguarding procedures within the organisation. In addition to providing confidential administrative support to the Deputy Head (Pastoral), you will also be responsible for coordinating overseas travel for the Director of Admissions and Communication, together with ad-hoc admin.

## So, who are we looking for?

We are seeking a highly motivated and proactive individual who takes responsibility and ownership in addressing challenges and resolving issues. This person will bring energy, enthusiasm, and a flexible approach, adapting their style and behaviour as needed to meet various demands.

Professionalism, discretion, and excellent communication skills—both verbal and written—are essential. The successful candidate will demonstrate the ability to remain calm and composed when handling difficult situations and will present a positive and professional image at all times. Resilience is a key attribute for this role.

Technically proficient, they will be experienced in using various office and IT systems, including Microsoft Word and Excel, with strong typing skills. Exceptional organisational abilities and time management will be critical to balancing multiple tasks and competing deadlines. Above all, this individual will build trust and credibility through consistent, high-quality work and will be a collaborative team player who contributes positively to the organisation.



# Pay & Benefits

- Competitive salary.
- Excellent pension scheme (contributory group personal pension scheme).
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership of our nine-hole golf course.
- College sickness scheme.
- Employee Assistance Programme.
- Free school meals during term time.
- Free parking on site.

## About Radley College

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford on a stunningly beautiful rural campus close to Radley village. The school is academically selective and offers a significant number of bursary places to talented boys from a variety of backgrounds. As a full boarding school, Radley is a vibrant and active place to work, one of the outstanding features of Radley is its sense of community and family atmosphere. The ethos of the school is one of warmth, generosity and kindness. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually



# How to apply

Applications must be submitted via the link on the website recruitment page.

We encourage early application and reserve the right to appoint at any time. Closing date for applications is 19 March 2025 with interviews scheduled for Wednesday 26 March.

If you have any questions or would like to discuss the vacancy please email [hr@radley.org.uk](mailto:hr@radley.org.uk).



# Safeguarding

Safeguarding is at the heart of all we do in the school.

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 and Keeping Children Safe in Education 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. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

