



— Est. 1859 —

# THE ORATORY PREP SCHOOL

— Cor Ad Cor Loquitur —



Finance &  
Commercial Officer



# Letter to Candidates

Dear Candidate,

**Thank you for your interest in the role of Finance and Commercial Officer at The Oratory Prep School.**

This is a fantastic opportunity to join a dedicated and talented team during an exciting time for the school.

The Oratory Prep School is a co-educational day and boarding school for children aged 2 to 13. Set in 65 acres of beautiful Oxfordshire countryside, we offer an enriched education that blends tradition with innovation. As part of the Bellevue Education group, we are committed to high standards, outstanding teaching, and helping every child thrive.

We're looking for an enthusiastic, motivated professional to support our finance and commercial operations. In return, you'll join a warm, supportive school community where curiosity, confidence and kindness are nurtured.

To apply, please send a covering letter (addressed to Mr Andrew De Silva, Headmaster) along with a completed application form to [humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk).

Your application should include a short statement explaining why you're interested in the role how you meet the Job Description and Person Specification

We will seek references for all candidates and we may interview early, so please don't wait to apply. If you would like to speak to us before applying, we'd be happy to hear from you.



Mr Andrew De Silva  
Headmaster





# Why The Oratory Prep School?

Welcome to The Oratory Prep School. We're a busy, happy school where children are at the centre of everything. With 65 acres of space and outstanding facilities, there's room to run, think, create and grow.

We believe in setting high standards, but always with the right support. Pupils are known and encouraged as individuals and learning at The Oratory Prep School is purposeful, challenging and fun. From the classroom to the stage, the forest to the sports pitch, we want children to enjoy school and feel proud of what they achieve. They leave us confident, curious and ready for what's next.

“

The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community.

Current Parent.

”



# Job Advert

We are looking for an experienced Finance Officer to join our high performing admin team. The OPS aims to provide the best possible education for its pupils and as such requires the best administrative support. The post holder will be a team player, with excellent communication and interpersonal skills.

## **Job Description:**

- Reporting to the Head Office Finance team and supporting a wide range of operational and financial tasks.
- Have an outward-focused role, ensuring first-class communication with all customers, including parents, staff and external stakeholders.
- Support additional revenue generation for the school by:

Managing and organising the school's Holiday provision

Managing and organising all external lettings for the school, including the swimming pool

- Carry out locally based finance procedures and processes within the school to optimise efficiency and effectiveness, including (but not limited to) managing overtime, Early Years Funding and debtor management.
- Provide financial and administrative support to the school through the accurate maintenance of locally held records using Accounts IQ, Microsoft Excel, Google Sheets, iSAMS, and Parents.
- Responsible for payroll and associated functions.
- Support with school fee and activity invoices.
- Answer and resolve any queries from parents concerning school fee invoices.
- Manage all external accounts enquiries, referring as required to the Business Manager or other relevant colleagues.
- Manage the purchase ledger, including placing orders, recording receipt of goods and services, checking for accuracy against the original order, and managing creditor reports.
- Manage the school purchase order system.

- Process invoices from suppliers, match with purchase orders, and forward to the Head Office Finance team for payment.
- Ensure the financial and booking elements for school trips and extra-curricular activities are correctly costed, organised and billed to parents in conjunction with teaching staff.
- Process financial information in line with financial regulations and as agreed with Head Office.
- Advise school staff on accounting, finance, and payroll matters where appropriate.
- Perform any reasonable administrative tasks as assigned by the school's Business Manager, including preparation of the monthly MIS, cash flow and audited accounts.
- Implement best practices for procurement, vendor management, and cost control to optimise resources and achieve financial objectives.
- Ensure all licences, subscriptions, insurance and registrations are in place and maintained in accordance with their terms (Data Control).
- Collaborate with the leadership team to develop strategic initiatives and drive continuous improvement across all operational areas.
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school.
- Participate in staff training programmes, particularly in Safeguarding and Health & Safety.
- Undertake other related and reasonable requests from the Headmaster, Business Manager, or any member of the Senior Leadership Team.

**Salary:** commensurate with qualifications and experience.

**Benefits:**

- 25 days annual leave plus bank holidays
- Lunches are provided free of charge
- Continuing Professional Development (CPD)
- Pension with Scottish Widows
- Perkbox - rewards and benefits platform
- Swimming sessions in the school pool (free)
- Generous pro-rata fee remission

**Type of post:** Permanent, full time role

**Expected start date:** June 2025

**Interview Date:** 13th May

# Person Specification

## Skills and Knowledge

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Excellent written and verbal communication skills.	Essential
High level of numeracy and literacy	Essential
Effective communication skills. Good collaborative skills, able to quickly establish effective internal and external working relationships with key people across different departments.	Essential
Ability to develop innovative and practical solutions to challenges	Essential
Knowledge of challenges facing an independent school	Desirable

## Qualifications / Attainment

GCSE grade A* - C in English and Maths or equivalent.	Essential
AAT Level 2 or similar	Desirable

## Experience

Working with young people, ideally in an educational environment.	Desirable
Experience of working in an accounts environment	Desirable
Customer Service & Administration Experience	Desirable

## Attitude / Approach

Able to form good working relationships with colleagues, and to relate appropriately to pupils.	Essential
Discreet and able to deal with confidential information.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
A forward thinking approach.	Essential
Calmness and ability to respond effectively when under pressure.	Essential
An understanding of safeguarding within an educational setting.	Desirable.



# Equal Opportunities

## **Rationale:**

The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.

## **Purpose:**

To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.

To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.

## **Guidelines:**

Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.

No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.

## **Applications:**

To apply, or for further information, please send a completed application form via email to [humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk)

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.







THE ORATORY  
PREP SCHOOL