



— Est. 1859 —

THE ORATORY PREP SCHOOL

— Cor Ad Cor Loquitur —



School Administrator /
Receptionist

Letter to Candidates

Dear Candidate,

Thank you for your interest in the role of School Administrator / Receptionist 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.

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 De Silva

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.

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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.

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Job Advert

We are looking for an experienced School Administrator / Receptionist 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:

- Warmly greet visitors to the school ensuring all visitor protocols are followed
 - Answer emails sent to the school office inbox
 - Deal with a wide range of internal and external telephone calls
 - Liaise with pupils, staff and parents on varying issues during the school day
 - Ensure registers are completed in a timely fashion
 - Update information on the school's database
 - Ensure communications are sent to parents and staff (including on the school's app)
 - Distribute incoming post, using the franking machine to process outgoing post
 - Provide support with school trips and events
 - Run reports from the school's database
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- 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.

Person Specification:

We are looking for a good allrounder who can work independently and as part of a busy administrative team and;

- has excellent communication skills
- is confident and able in ICT and quick to learn new systems and procedures
- able to work as part of a team or independently
- has the ability to plan time effectively and to organise themselves well
- has strong decision making skills - able to investigate, solve problems and make decisions

Experience of working within a school setting would be an advantage but not essential as long as you have a willingness to learn. An understanding of school information systems such as iSAMS would also be useful but not essential.

Hours of work:

Monday to Friday 8:00 - 18:00 (including 1/2 hour unpaid lunch)

The school may consider part time work.

Benefits:

- 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)
- Pro-rata fee remission

Type of post: Permanent, term time only - with the equivalent of 2 weeks during the school holidays.

Expected start date: Asap

Closing Date: midday 9th September 2025. The school reserves the right to interview candidates before this date.

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

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.





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