THE ORATORY



BRIEF FOR THE POST OF:

RECEPTIONIST

January 2027 Start

Be you.
Become more.

INDEPENDENT BOARDING AND DAY SCHOOL FOR GIRLS & BOYS AGED 11–18

THE SCHOOL

The Oratory is an HMC independent school for pupils aged 11 to 18, providing an all-round education of quality and purpose.

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each pupil flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the students' learning, and all students get the opportunity to develop their specific talents to the full.

The Oratory is not a large school, and this enables each and every student to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman – we are a Catholic school which welcomes pupils of all faiths and none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.



WELCOME FROM THE HEAD MASTER

Matthew Fogg became Head Master of The Oratory School in April 2025, having previously been Deputy Head of the school since 2018.

Matthew is a graduate of Durham University and has dedicated his career to Catholic boarding schools. He has a daughter and son, both of whom are pupils at The Oratory and his wife, Dr Vicky Fogg, is Assistant Head (Community & Culture).

Matthew says, “I consider it to be an extraordinary honour to be able to take on the role of Head Master at Saint John Henry Newman's school, and to build on the very many achievements and successes to date. Vicky and I moved to The Oratory in Woodcote, along with our children Bella and Leo, seven years ago, because of our desire to work in a school that is rooted in its Catholic heritage and which provides all of its pupils with the opportunity to flourish both spiritually and academically, in their sporting and cultural lives, and to make friendships that will last a lifetime.

I shall do everything in my power, along with all the wonderful staff here, to ensure that as well as building on The Oratory’s academic performance, and on our sporting achievements, where we already punch above our weight, I will personally encourage each and every pupil to develop the skills, human skills, that set the scene for a life fully lived. I want all of our pupils to do well – and to do good. Qualities such as leadership, teamwork, resilience, compassion and generosity of spirit must not just be talked about, but lived, shared and witnessed in our daily lives.”

Mr Matthew Fogg

Head Master



THE ROLE

An opportunity has arisen for an organised, friendly and approachable individual to join our Reception team on a part-time basis.

As one of the first points of contact for the School, you will play an important part in creating a positive first impression, welcoming visitors, responding to enquiries and providing a wide range of administrative support.

No two days are quite the same, making this an ideal role for someone who enjoys working with people, thrives in a busy environment and brings a calm, flexible and positive approach to their work.

THE DEPARTMENT

Our Reception team is at the heart of daily life at The Oratory School, providing a warm welcome and a professional, helpful service to pupils, parents, staff and visitors.

The team plays an essential role in the smooth running of the School, working closely with colleagues across all departments to provide administrative support, manage enquiries and ensure effective communication.

We pride ourselves on being approachable, efficient and supportive, creating a welcoming environment while maintaining high standards of safeguarding and confidentiality.

ACCOUNTABLE TO

Head Master's PA





KEY RESPONSIBILITIES

Reception and Visitor Management

- Provide a warm, professional welcome to all visitors, parents, pupils and staff.
- Manage visitor sign-in procedures, including issuing visitor badges and ensuring compliance with the School's safeguarding arrangements.
- Answer incoming telephone calls, respond to enquiries and direct calls or messages to the appropriate person.
- Monitor the School's general email inbox, responding to enquiries or forwarding messages for action, including those received through the School website.
- Manage incoming and outgoing post and parcels, ensuring their timely distribution.

Pupil Administration and Support

- Check and administer the School's morning and afternoon attendance registers, following up and accounting for any missing pupils.
- Manage the signing in and out of pupils throughout the School day.
- Arrange taxis for pupils at the beginning and end of term and during term time as required.
- Maintain secure storage and accurate records of pupil passports, including their issue and return.
- Assist with lost property enquiries and provide general support to pupils as required.

School Administration and Coordination

- Coordinate bookings for the School's minibus fleet and transport arrangements for events, matches and outings.
- Assist with coach bookings and associated sign-up arrangements.
- Manage bookings for School facilities and meeting rooms.
- Provide photocopying, printing and laminating support for staff.
- Order stationery and maintain accurate purchasing records for the Accounts Department.
- Assist with the preparation and distribution of examination materials, certificates and other correspondence.
- Provide general administrative support to the School Office and assist with School events as required.

This job description outlines the main responsibilities of the role. It is not exhaustive. The postholder may be required to undertake other reasonable duties commensurate with the seniority of the role and the needs of the School.

SALARY

S**alary:** £14,517.66 per annum (pro rata of FTE £25,759.50)

HOURS

Part-time, All-Year-Round

- Wednesday: 1.00pm–6.15pm
- Thursday and Friday: 8.00am–6.15pm
- Alternate Saturdays during term time: 8.30am–12.00pm
- Wednesdays during School holidays: 8.30am–1.00pm
- A 30-minute unpaid break applies on Thursdays and Fridays.

The role offers a varied working pattern across term time and School holidays, with an annual leave entitlement of 25 days plus bank holidays, pro rata.

SAFEGUARDING AND COMPLIANCE

The School is committed to safeguarding and promoting the welfare of children and young people. The following duties will be deemed to be included in the duties which you may be required to perform:

- Uphold and implement the School's safeguarding policies and procedures.
- Promote a culture of vigilance and pupil welfare.
- Report any safeguarding concerns promptly in line with School procedures.



PERSONAL SPECIFICATION

Qualifications and Academic Profile	• Good standard of literacy and numeracy, ideally GCSE English and Mathematics at Grade 4/C or above, or equivalent. • Confident and competent IT user, particularly Microsoft Office applications, including Outlook, Word and Excel. • Understanding of confidentiality and data protection requirements, or a willingness to develop this knowledge.
Professional Skills and Attributes	• Warm, welcoming and approachable, with a professional and helpful manner. • Excellent verbal and written communication skills, including a confident and courteous telephone manner. • Strong organisational skills, with the ability to manage competing priorities and work accurately in a busy environment. • Good attention to detail, particularly when maintaining records and handling sensitive information. • Ability to work independently, use initiative and contribute positively as part of a small team. • Calm, adaptable and able to respond professionally to unexpected situations.
Aptitude	• A practical, proactive approach to problem-solving and a willingness to take on a variety of tasks. • Ability to exercise sound judgement, discretion and maintain appropriate confidentiality. • Commitment to safeguarding and promoting the welfare of children and young people. • A flexible and positive approach to changing priorities and the needs of the School. • Commitment to equality, diversity and inclusion, with an understanding of how these principles apply in the workplace.
Desirable	• Previous experience in a Reception, administrative or customer-facing role. • Experience working within a school or similar educational environment.



BENEFITS

PARKING
Free and onsite



MEAL
Free on duty meal during term time



POOL
Sports Centre membership for you and your family



STAFF ROOM
Space to take a break, share ideas. Team events, in a supportive environment.



GROWTH
CPD training available to all employees.



GYM
Sports Centre membership for you and your family



FEE DISCOUNT
Fee discount is available to all employees.



ELECTRIC CAR CHARGING
Electric Car Charging points available.



SQUASH
Sports Centre membership for you and your family – including access to our squash courts.



LOCATION
Situated in beautiful grounds, for walking meetings and breaks.



EYE VOUCHER
Vouchers are available for eye tests in line with VDU use.



GOLF
Sports Centre membership for you and your family – including access to our golf course.



TECHNOLOGY
Great support, advice and loaned devices, as needed.

PENSION
Contributory pension scheme.



SALARY
Competitive



HOW TO APPLY

Applicants should complete the school's application form and send together with a covering letter in PDF format to recruitment@oratory.co.uk.

The closing date for applications is **30 November 2026** with Interviews taking place soon thereafter.

Early applications are encouraged. We reserve the right to close this advertisement early if we receive a high volume of suitable applications or if we find a suitable candidate from early applications.

The interview process will include:

- Interview with the Headmaster's PA and HR.

Please send postal applications, together with a covering letter, to:
Director of People, The Oratory School, Woodcote, Oxfordshire, RG8 0PJ

For any queries, please email recruitment@oratory.co.uk.

The Oratory Schools Association (Registered Charity No. 309112) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to satisfactory safeguarding and pre-employment checks, including references and an enhanced Disclosure and Barring Service (DBS) check, where applicable. As part of our safer recruitment procedures, we may undertake online searches on shortlisted candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974 under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). Certain spent convictions and cautions are protected under the DBS filtering rules and do not need to be disclosed.





Thank you for your interest in working at The Oratory School.

If you have any questions about our recruitment process, please contact our HR team:

recruitment@oratory.co.uk
+44 (0)1491 683500

oratory.co.uk