



THE ORATORY



BRIEF FOR THE POST OF REGISTRAR

HMC CO-EDUCATIONAL 11-18 CATHOLIC BOARDING & DAY SCHOOL



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THE SCHOOL

The Oratory is an HMC independent school for students 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 student 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 students of all faiths or 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.





THE ROLE - REGISTRAR

The Oratory School is looking for a dynamic and motivated Registrar. This pivotal role demands exceptional interpersonal skills to effectively promote the school and successfully guide prospective families through the admissions process, converting enquiries into enrolments. This senior support staff position carries significant responsibility for promoting the school and driving pupil recruitment and plays a crucial role in building and maintaining strong relationships with UK feeder schools and international communities.

Working as part of The Oratory support team offers a unique opportunity to contribute to a thriving and supportive school community. Our support staff play a vital role in ensuring the smooth running of the school, creating an environment where pupils can flourish both academically and personally. We expect our staff to be dedicated, professional, and committed to delivering high-quality service across all areas of school life.

In return, we offer a fulfilling and rewarding workplace where every member of staff is valued and supported. The Oratory fosters a strong sense of community, providing opportunities for professional growth and personal development. Whether working behind the scenes or directly with pupils, our support staff make a meaningful impact every day, helping to uphold the school's ethos and commitment to excellence.

This is a full-time, year-round position, offering an exciting opportunity to make a meaningful impact on the school's growth and reputation.

The role works closely with the Head Master and is line managed by the Bursar.

Management of the Admissions Manager:

The role will provide strong leadership and oversight to the Admissions Manager to ensure that all aspects of the admissions process run smoothly and effectively. This includes setting clear performance expectations, offering regular guidance and support, and monitoring progress to ensure that recruitment strategies align with the school's targets and ethos.

Links Beyond the Department

- Liaising with the Head of Curriculum Support about the particular needs of incoming pupils.
- Work collaboratively with the Marketing Manager to ensure admissions materials are current.
- Coordinate with the boarding houses regarding international pupil requirements and arrival dates.
- Contribute to the development of admissions content for various platforms including social media.
- Assist with digital communication and social media initiatives.

Some departments will have particular needs, entailing additional duties, which will usually be discussed at the time of appointment to the post.





KEY TASKS & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Oversee and manage the entire Admissions process from initial enquiry to a pupil's arrival, ensuring a warm, professional, and efficient experience.
- To be responsible for fostering excellent relationships with overseas agents, administering the authorisation of agents' commission and issuing of contracts.
- Ensure the collection and processing of all necessary information to complete the admissions process.
- Assist the Head Master and key staff in building relationships with feeder schools.
- Arrange and conduct parent appointments and school tours as needed.
- Work closely with the Leadership Team to monitor leavers and assess the impact on school roll and recruitment needs.
- Ensure The Oratory meets its annual intake targets for day, boarding, and international pupils.
- Plan, support, and attend all admissions-related events (e.g., Open Mornings, school fairs and assessment days) to provide prospective families with the best possible experience.
- Provide academic and pastoral departments with the necessary information to support new pupil integration.
- Oversee the maintenance and accuracy of admissions-related literature, documents, and website content.
- Update the School's pupil Register of both incoming and outgoing pupils on a weekly basis.
- Manage the Admissions budget to ensure cost-effectiveness.
- Oversee compliance with all relevant regulatory requirements, including GDPR, UKVI, and ISI standards.
- Stay up to date with the school's admissions policies, Terms & Conditions, legal obligations, and associated risks.
- Collaborate with the Marketing Manager on planning, preparation, and execution of key admissions events such as taster days and Open Mornings.



....Continued: KEY TASKS & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- To represent and promote the School at both UK and international recruitment fairs, agent tours, and visits.
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- To act as a level one user on the Home Offices' Sponsorship Management System (SMS) for assigning Confirmation of Acceptance for Studies (CAS) to pupils who wish to come to the UK to study;
- To ensure all Immigration Rules and Sponsorship guidance are complied with to maintain our Student sponsor status and to ensure all systems, policies and processes are in place to enable compliance with our sponsorship duties.
- To complete Certificate of Acceptance for Studies for incoming and existing pupils.
- Support international families through the visa application process, providing guidance and required documentation.
- To ensure the information for boarding pupils is collated and passed to the Housemasters including information on guardians, visa's and any SEND require-

DATA

- To ensure that the prospective data on iSAMs, the School's management system, is up to-date and accurate and that the system is being used effectively.
- Monitor and maintain accurate records of the admissions pipeline.
- In line with Government requirements, to manage and administer the Admissions Register and ensure it is accurate and up to date with joiners and leavers information.
- To ensure pupil joiners and leavers at non-standard transition points are reported to the appropriate local authority and followed up, as required.
- To maintain the annual census information.
- Analyse and report relevant pupil data to the Governors, Headmaster, and Bursar.



SALARY

£43,000 to £48,000 and is dependent on qualifications and experience.

BENEFITS

- Sports Centre membership with free access to the gym; squash courts, lane swimming and golf course.
- A meal while on duty during term time.
- Contributory pension scheme.
- Staff fee discount.
- Free parking.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety.
- promoting and safeguarding the welfare of children and young persons for whom you are responsible.

HOURS

- This is a full-time role working throughout the year. The minimum hours per week will be 40 hours expected to be 9am – 5.30pm Monday - Friday and includes a lunch half hour, which will be taken at times that ensures that the Department has staff cover throughout the whole day.
- Members of the Admissions department are expected to understand that their working hours, at times, need to reflect and be in line with our prospective and current parents' busy lives. There needs to be a flexibility within the department to ensure that outstanding customer care and communications are successfully delivered when appropriate and needed – which will not always be between 9am-5.30pm, Monday to Friday.
- The successful candidate will be expected to liaise effectively with their Line Manager with respect to booking annual leave to ensure that the Department is appropriately staffed.





The Person

Qualifications and experience

Essential

- Experience of building and maintaining relationships.
- Experience of working in a role that requires flexibility and self-management.
- Experience of working in an administration/admission/pupil management role or similar.
- Experience of digital and non-digital channels.

Desirable

- Proven track record of being in a Registrar/admissions team or related role within the Education Sector.
- Experience and knowledge of admissions best practice and methodology.

Skills

Essential

- **Exceptional Communication Skills:** Demonstrates outstanding written and verbal communication abilities, ensuring clear and effective engagement with diverse audiences.
- **Strong Organisational & Collaborative Abilities:** Exhibits excellent organisational skills alongside a proven capacity for effective teamwork and collaboration.

Desirable

- **Data Utilisation & Reporting:** Proficient in using the School's Management Information System (iSAMS) to extract, analyse, and generate insightful data reports.
- **Health & Safety Expertise:** Possesses a solid understanding of School Health & Safety procedures and risk assessment protocols, ensuring a secure and compliant environment.
- **Commitment to Independent Education:** Demonstrates a deep understanding of and alignment with the aims and ethos of independent education, with a particular commitment to upholding the values and vision of The Oratory School.
- **Compliance:** An understanding of compliance with all relevant regulatory compliance requirements, including GDPR, UKVI, and ISI standards.

Aptitude

Essential

- **Collaborative Relationships:** Able to form strong working relationships with colleagues and relate appropriately to pupils.
- **Patience and Empathy:** Shows patience and empathy in interactions, ensuring that the needs and concerns of colleagues and pupils are understood and addressed respectfully.
- **Confidentiality:** Maintains high levels of confidentiality and discretion.
- **Analytical Thinking:** Demonstrates analytical skills and can devise alternative solutions to emerging issues.
- **Resilience Under Pressure:** Exhibits a proactive and resilient attitude, remaining calm under pressure.

Desirable



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 **10 March 2025** 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 Head, Bursar and HR.
- Tour of the school.
- A practical exercise designed to assess key skills such as organisation, communication, and attention to detail.

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 applicants must be willing to undergo checks with past employers, online and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 213, 2020.





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