THE ORATORY

BRIEF FOR THE POST OF:

CURRICULUM SUPPORT ADMINISTRATOR

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 DEPARTMENT

At The Oratory School, the goal of Curriculum Support is to help our pupils who have special educational needs and disabilities (SEND) become independent learners and, using various strategies, overcome their difficulties, while building their self-esteem and confidence.

We cater for all pupils with a learning difficulty. The Curriculum Support Department at The Oratory is committed to supporting all pupils with a range of Special Educational Needs and/or Disabilities to reach their potential, by identifying and seeking to remove any barriers to learning.

THE ROLE

We have a fantastic opportunity for an enthusiastic, hard-working and organized Curriculum Support Administrator to help maintain and enhance our Curriculum Support Department.

You will need to be adaptable, flexible and have the ability to work under pressure to meet multiple deadlines. You will need to be able to work on your own initiative, whilst being a team player. Excellent administration, literacy, and numeracy skills are required for the role. Communication and ICT skills are essential. The successful candidate will play a crucial role in providing administrative assistance to ensure the smooth and efficient functioning of the Curriculum Support Department.

ACCOUNTABLE TO

The Head of Curriculum Support

KEY RESPONSIBILITIES

This position involves handling a variety of tasks, including data management, communication coordination, and general administrative support, including:

- Maintaining accurate and up-to-date records related to curriculum materials, resources, and inventory.
- Assisting in the organisation and management of curriculum databases and information, ensuring data integrity is kept.
- Serve as a point of contact for internal and external communications, including emails, phone calls, and inquiries.
- Coordinate communication between the Curriculum Support Department and other relevant departments within the organisation.
- Prepare, format and proofread documents, reports, and presentations for the department.
- Assist in the development and distribution of departmental documentation and materials.
- Provide general administrative support to department staff, including photocopying, filing, and maintaining office supplies.

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

Salary – dependent upon experience

HOURS

20 hours pr week term time only

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	• GCSE English and Maths at grade C or above or equivalent • Experience of providing high-quality administrative support • Experience of working in a role that requires flexibility and self-management • Experience of working in a busy and dynamic environment, delivering customer service • A commitment to undertake CPD as appropriate
Professional Skills and Attributes	• Demonstrably good IT skills including Word and Excel • Excellent administrative and organisational skills • Demonstrably effective written and oral communication skills to a high standard • Ability to build effective and collaborative relationships with others • Good attention to detail
Aptitude	• Maintains confidentiality and discretion • Ability to demonstrate professional conduct, credibility and integrity to gain the confidence of managers, staff, and stakeholders • The ability to work on own initiative and prioritise workload effectively, as well as being a committed team player • Be able to demonstrate a commitment to promoting the ethos of the Trust • Ability to work flexibly and accept challenges with a positive proactive attitude • Ability to remain calm under pressure
Desirable	• Experience in working in a school admin role. • An understanding of the expectations, ethos and aims of a full boarding school.

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 **25 October 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 Head of Curriculum Support 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 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.

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