



THE ORATORY



Boarding House Assistant **Start Date September 2024**

The Oratory is an HMC independent school for students aged 11 to 18, providing an all-round education of quality and purpose within a nurturing, joyful environment. 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.

A MESSAGE FROM THE HEAD,

DR JULIAN MURPHY



Thank you for your interest in this key post at The Oratory School.

I am acutely conscious that it takes a considerable commitment to apply for a new role. In return you can expect us to expend a similar amount of time and energy in considering your application.

We are very proud of our school's history. The Oratory School was founded by Saint John Henry Newman – one of the greatest figures of the 19th Century – in Edgbaston, Birmingham in 1859 as a response to numerous requests to start a school for the education of the sons of Catholic gentlemen. Having spent time at Caversham, on the outskirts of Reading, the school moved to its present site, Woodcote House, in 1942.

I urge you to spend some time looking at our website, which I hope will give you a flavour of our school. The school is in very good heart, and we are improving our provision all the time. We currently have approximately 380 students at the school with a projected 400 for September 2024. Class sizes are small and facilities impressive: we have recently unveiled an ambitious plan for the next stage of the school's development. As an avowedly all-round school our aim is that everything we do – be it teaching, sport, music, drama, art, boarding or pastoral care – is done to the very highest standard. As a result of our success in this endeavour our reputation is enviable. However, we are anything but complacent about maintaining and building our reputation and numbers on roll, hence the importance of attracting and retaining high quality staff, both in the classroom and beyond it.

Our staff are a wonderful, supportive, professional, and good-humoured team, and the atmosphere of the school is often described as warm and positive, as well as purposeful.

The Oratory has a fine reputation and tradition as an independent school in the local area, nationally, and abroad. Over the years, many members of staff have progressed from The Oratory to senior roles at other prestigious schools: the school's relative smallness means that staff can achieve significant levels of responsibility relatively quickly and feel that they are making a genuine difference to the school's development.

I am looking forward to working closely with the successful applicant for this post to further build our visibility, reputation, and numbers on roll. I hope that you are similarly excited by the prospect of a role at the creative heart of our wonderful community.

With best wishes

A handwritten signature in black ink, appearing to read 'Julian Murphy'. The signature is fluid and cursive, written over a light-colored background.

Dr Julian Murphy , DPhil (Oxon)
Head

Boarding House Assistant

The Boarding House Assistant has a significant role in ensuring the smooth running of the house, helping to provide a happy, comfortable, and well-disciplined atmosphere for the students within the house. Whilst no formal qualifications are required the person appointed would be expected to undertake suitable training. The Boarding House Assistant needs to have personal qualities which will enable them to support the Housemaster and House Staff and ensure the trust and confidence of the students. The Boarding House Assistant is an important and valuable member of the House Team.

Key Duties include but are not limited to the following:

- To assist the Housemaster in managing and running the administrative tasks within the House.
- To be responsible for pocket money and keys, maintaining necessary records.
- To be the main point of contact during the day, especially at break, lunchtimes and teatime.
- To be the Principal Fire Warden for their house during the day.
- To help organise travel arrangements at the start and end of each term.
- To organise and supervise the domestic arrangements of the House including its tidiness, cleanliness and in-house facilities. To liaise with the Cleaning Manager as necessary and to encourage a positive working relationship with the House Cleaning Team.
- To liaise with the School catering and administrative departments as necessary.
- To complete a weekly house inspection log and to communicate necessary works to the relevant department.
- To understand and follow the School's policies and procedures relating to health and safety, welfare issues and confidentiality.
- To aid with the induction of new boarders. This includes liaising with Admission regarding visa arrangements for new students.
- To supervise students who are in the House during the day.
- To supervise the students' manners, appearance and personal hygiene, ensure students conform to uniform regulations and to assist and support Housemasters in this respect.
- To organise and assist students with their laundry, dry cleaning and mending.
- Supervise House tidying at the end of each Term.
- To be present in the House during breaks.
- To help with Leavers' Ball, Inter House Events, Meals out, House Barbecue and Christmas Party.

Salary

£18,900 pro rata.

Hours:

The role is for 35 hours a week, for 40 weeks of the year (term time, an additional 2 weeks to cover the start and end of term and holidays)

Benefits

- Free Gym membership
- Meals while on duty during term time
- Contributory pension scheme
- Death in Service benefit
- Free parking
- Cycle to work scheme.

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.

PERSON SPECIFICATION

Skills and knowledge

Previous experience in a Boarding House Assistant or matron type role.	Desirable
Needs to be a caring, kind person with an empathy and understanding of young people.	Essential
Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Good collaborative skills, able to quickly establish effective working relationships with key people across the school.	Essential
Able to talk to parents and guardians politely and confidently.	Essential
An understanding of the expectations, ethos and aims of a full boarding school.	Essential
Full drivers' licence.	Essential

Attitude/approach

Have authority to keep order without being overbearing.	Essential
Ability to develop practical solutions to challenges.	Essential
Ability in achieving challenging targets and objectives.	Essential
Committed to the safeguarding and wellbeing of children and young people.	Essential
Proactive and resilient attitude.	Essential

Applications

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

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

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

www.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.