



THE ORATORY



BRIEF FOR THE POST OF:

PAYROLL ADMINISTRATOR/ OFFICER

PART TIME

**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

The Payroll Administrator is responsible for the accurate, timely and compliant delivery of payroll services for The Oratory School. This is a key role within the Bursary team and requires a high degree of professionalism, confidentiality and attention to detail.

The postholder will work closely with Finance and HR colleagues, liaise proactively with Heads of Department and Managers across the School, and act as a trusted point of contact for payroll-related queries. The role is well suited to an experienced payroll administrator who enjoys working within a small, collaborative team environment.

Purpose of the Role

- To deliver a high-quality, accurate and compliant payroll service to all staff.
- To ensure payroll processes comply with current legislation, statutory requirements and best practice.
- To maintain robust payroll controls, audit trails and data integrity.
- To provide effective payroll support to the HR function and wider School community.

ACCOUNTABLE TO

The Finance Manager / Bursar

KEY RESPONSIBILITIES

Payroll Operations

- Process monthly payroll accurately and on time, including pay variations, allowances, overtime, deductions and adjustments.
- Ensure all payroll changes are properly authorised and supported by appropriate documentation.
- Maintain clear audit trails for all payroll transactions.
- Produce payroll reports, payslips and analyses as required.
- Prepare and support BACS payment files for authorisation by the Finance Manager.
- Administer RTI submissions to HMRC, ensuring compliance and accuracy.



Key Responsibilities Contin....

Statutory & Contractual Payments

- Calculate and process statutory payments including SSP, SMP, SPP and other statutory entitlements.
- Administer occupational sick pay in line with contracts and policies, liaising closely with HR on short- and long-term absence cases.
- Process termination payments in accordance with legislation and School policy.

Pensions & Benefits

- Administer auto-enrolment and workplace pension schemes, including employee communications and statutory assessments.
- Process salary sacrifice arrangements
- Produce annual P11Ds and Class 1A NIC return submission to HMRC.

Payroll Systems & Reporting

- Maintain and update payroll systems, including year-end processing, legislative updates and system upgrades.
- Prepare payroll journals and ensure accurate interface with the finance/accounts system.
- Provide payroll data and reports for budgeting, audits, census returns and statutory reporting.
- Support external audits with payroll information as required.



Key Responsibilities Contin....

Joiners, Leavers & Records

- Process payroll documentation for new starters and leavers in line with HR authorisation.
- Maintain accurate payroll records in accordance with data protection and retention requirements.
- Ensure secure electronic and manual filing of payroll records.

Compliance & Professional Standards

- Remain up to date with payroll legislation, HMRC guidance and best practice.
- Identify and implement legislative changes in a timely manner.
- Maintain strict confidentiality and handle sensitive data with discretion at all times.
- Ensure payroll activity complies with data protection requirements and internal policies.

Communication & Support

- Act as a professional and approachable point of contact for payroll-related queries.
- Liaise with external bodies as required (e.g. HMRC, pension providers, banks).
- Support HR with payroll-related matters and data as needed.



Key Responsibilities Contin....

Working Conditions

- Significant computer-based work.
- Occasional deadlines linked to payroll cycles and statutory reporting.

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

£18,000 pro rata per annum (FTE £30,000)

HOURS

Part time, year-round (22.5 hours per week; 3 full days or 5 mornings).

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 within their department.
- Report any safeguarding concerns promptly in line with School procedures.



PERSONAL SPECIFICATION	
Essential Skills & Experience	• Proven experience in payroll administration. • Strong numerical and analytical skills. • High level of accuracy and attention to detail. • Excellent IT skills, including payroll systems and Microsoft Excel. • Ability to manage confidential information with discretion and integrity. • Strong organisational skills and ability to work independently. • Effective communication and interpersonal skills.
Education & Training	• Good standard of secondary education. • Commitment to ongoing professional development and attendance at relevant payroll training or updates.
Personal Qualities	• Trustworthy and able to maintain strict confidentiality. • Reliable, methodical and well organised. • Professional and approachable when dealing with employee payroll queries. • Proactive, flexible and willing to learn. • Able to work effectively under pressure and manage competing priorities. • Committed to accuracy, continuous improvement and providing a high standard of service.
Desirable	• Payroll qualification (e.g. CIPP) or willingness to work towards one. • Experience of education sector payroll. • Experience of Pensions to include experience in auto-enrolment and pension administration. • Knowledge of Sage 50 Payroll software • Experience of upgrading migrating Payroll software.

BENEFITS

PARKING

Free and onsite



MEAL

Free on duty meal during term time



POOL

Sports Centre membership for you and your family



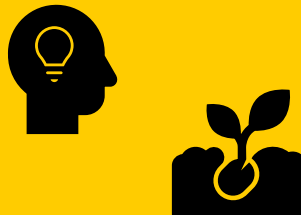
STAFF ROOM

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



GROWTH

CPD training available to all employees.



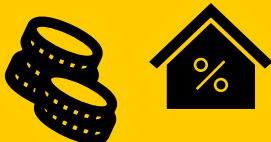
GYM

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 Bursar 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