



## Supercurricular Assistant required

We are looking for a Supercurricular Assistant to manage a range of administrative tasks.

This is a varied role with the successful candidate wearing many different hats. This person will be a planner, a problem-solver, an educator, and a counsellor. Excellent communication skills are essential, together with an ability to connect with various people, handle procurement requests, juggle logistics, and work with the team in order to keep all educational programmes running.

This role would suit a real team-player who relishes a challenge and enjoys organisation and systems. At OIC we are constantly improving the school and everyone in the team plays a part in upholding the school vision and ethos. Responsibilities include supporting the team with:

- Organising and scheduling meetings and coordinating the related logistics;
- Scheduling student sessions and keeping accurate records;
- Ensuring the school complies with relevant laws and regulations;
- The development and running of educational programmes;
- Interviewing and training staff for the OIC mentoring programme;
- Working with students on their progress, goals and challenges;

Whilst not essential, proven experience as a School Administrator would be extremely useful. A university graduate with experience and understanding of the UCAS processes would also be a plus.

Essential skills include excellent organisation and communication skills, IT skills (especially MS office), an ability to pick up new database systems quickly, good attention to detail, excellent, the confidence to make decisions but the awareness to know when to get a second opinion.

Please email [recruitment@oxcoll.com](mailto:recruitment@oxcoll.com) for a job description and application form. The closing date for applications is 23<sup>rd</sup> July 2021.

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*Oxford International College is committed to safeguarding and promoting the welfare of children and young people. As such, successful applicants will be required to undertake an enhanced DBS check as well as the usual prohibition checks and provide two referees.*