



CANDIDATE BRIEF FOR THE POSITION OF
BUSINESS SUPPORT ADMINISTRATOR

Oxford International College

TO START AUGUST 2021





Oxford International School

Oxford International School (OIS), trading as Oxford International College (OIC) provides iGCSE, GCSE and A-level tuition and boarding to international students. It is highly successful, consistently securing outstanding academic results. Now part of Nord Anglia Education, OIS has three business divisions as below.

- 1) **Oxford International College (OIC)** – the core A-level tuition business which operates a two-year A-level programme with terms running from September to June, as well as a one year intensive A Level programme, and an iGCSE/GCSE programme.
- 2) **Oxford International College Academy (OICA)** – providing short, bespoke courses.
- 3) **Oxford Science Studies (OXSS)** – OXSS provides A-level and GCSE revision courses to small groups of students during the holiday and half-term periods.



The College

Oxford International College is one of the UK's leading co-educational A-level boarding colleges for students aged 16 – 21.

Founded in 2002 by a group of experienced educationalists led by Dr Mario Peters, the College has developed into one of the most successful private schools in the UK, welcoming students from the UK and all over the world.

Our A-level programme combines academic excellence with a passion for personal development, providing students with the best possible preparation for university and their future careers, supporting them in becoming independent and motivated learners and enabling them to gain entry to the best British and international universities.

It is our aim to help students gain the qualifications, skills and develop the qualities that will not only ensure a successful and fulfilling career, but also help them to make a positive impact on the world around them.

The College has grown each year since its foundation and has moved every few years to larger accommodation. OIC is now securely settled into refurbished premises at London Place and King Edward Street where we can provide an outstanding experience for our extremely ambitious and high achieving students.

Teaching and learning

Academic achievement and personal growth are at the heart of what we aim to achieve at OIC; and the College's success in achieving these goals is evident in the students' considerable achievements.

Over the last three years, the students' achievements have progressed significantly. This is demonstrated by both the university destinations and the A-level results shown below:

2019: 92% of grades achieved were A*- A.

2018: 83.5% of grades achieved were A*- A.

2017: 71% of grades were A* - A.

Highlights from the recent group of A-level students applying to university and receiving offers include 100% success rate of students applying to study Engineering at Imperial College London, 100% success rate for students applying to study Medicine at top medical schools worldwide, and 50% success rate for students applying to Cambridge.

We strongly believe in encouraging our students to take a strategic approach to studies, focusing on the outcomes they want

to achieve. The students work with a dedicated team of tutors and personal mentors who guide them towards the right career path, degree course and university. The team aims to stretch the students beyond A-level and is the overall experience is comparable to undergraduate level teaching.

Students are offered a wide spectrum of experiences and programmes to enrich their academic studies and to prepare them for entry to top universities. In order to raise their awareness of their chosen field of study, students are also given the chance to engage with interesting and challenging topics that fall outside of the academic syllabus.

Students participate in enrichment and extra-curricular programmes which coach them to take responsibility for their goals, performance and well-being – all of which are essential to their future success.

Our objectives are to keep the students focused and motivated, to facilitate opportunities and experiences and to help them to grow as individuals.

'The college helps to keep my dreams alive. Most importantly it made me realise that to achieve anything requires faith, vision, self-motivation, determination, hard work and dedication.'

Our ethos

Academic excellence is what we strive for at Oxford International College. Fundamental to this are the College's guiding principle and ethos, which all staff uphold:

- Our actions and words reflect integrity, positivity, respect and compassion, and a strong sense of service to others.
- We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.
- The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses.

All staff are expected to develop and continuously improve the quality of their work. Teachers are proud to promote the

highest standards of education, equality of opportunity and an environment that is conducive to excellence in teaching and learning. The support staff are key to this process, reinforcing the goals of the teachers and the pastoral team outside the classroom and providing administrative support wherever possible.

In addition to outstanding teachers and excellent managers, we aim to attract staff who reflect our ethos. Our team are not only motivated, efficient and capable but also kind, supportive and collaborative. We want to be great colleagues and so sharing expertise, adopting a collaborative approach and being aware of the needs of others are behaviours that we expect and require.



BUSINESS SUPPORT ADMINISTRATOR

We are seeking to appoint friendly, efficient and professional part-time Business Support Administrators to work between on our front desk.

Post Summary

We look to appoint part-time Business Support Administrators to join our busy School. The successful candidate will enjoy working as part of a team but must also be confident working independently.

In addition to a warm, friendly and welcoming personality, you will have excellent communication and organisational skills and an ability to take the initiative and prioritise.

The Business Support Administrators will be line managed by the Manager of Operations and IT and will work closely with the Head of Business Support. In addition, he/she will work with the Business Support Team which currently consists of two people.

The Opportunity

An exciting opportunity to join a highly successful group of businesses.

OIC offers both staff and students a friendly and welcoming environment where classes are small and expectations are high.

The Person

The successful candidate will have an excellent level of spoken and written English, an ability to connect with young people, good team working skills, and a warm and welcoming personality.

You will be reliable, organised, flexible, approachable and calm. The successful

candidate will enjoy working with young people as part of a team.

We offer excellent professional development opportunities and provide a positive and supportive environment.

Necessary qualifications

The successful candidate will have an excellent level of spoken and written English and will be educated to A-level or degree level.

Salary and benefits

The salary is £9.00 per hour. Holidays are 28 days per annum but for those working less than five days a week, the holiday will be pro-rata.

Applications

Please apply to recruitment@oxcoll.com with the heading "Business Support Application". Attach your completed Application Form, a full and up-to-date CV and a covering letter explaining what appeals to you about the role. The deadline for applications is **31st July 2021**.

Shortlisted candidates will be invited to interview as soon as possible after the deadline.

We reserve the right to invite early applicants for interview before the deadline, where this is deemed appropriate.

Oxford International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS Disclosure.