



Job Description

Job title	Supercurricular Administrator		
Division/dept	Oxford International College, Supercurricular Department		
Working hours	Total of 37.5 hours per week. There is some flexibility as to the start and end time each day, which can be arranged with the line manager. Especially during the first six months of induction, it would be beneficial to the future postholder if they could mirror some of the varied working hours of members in the Department. (Possible weekends may be required).	Start date	1 st September 2021
Annual leave	28 days per annum		
Reports to	Director of Supercurricular	Location	Oxford
Job purposes			
<p>It is to be noted that the Supercurricular Department is still evolving and as such there are likely to be changes to the job description and tasks. These can be discussed and agreed throughout the year. The role will involve:</p> <ul style="list-style-type: none"> - Assisting in the planning and execution of a varied and engaging programme of Supercurricular activities that guides students towards appropriate university and career choices and ultimately facilitates successful applications to the world's top universities. 			

Main duties and responsibilities	
1 For the Supercurricular Department:	<ul style="list-style-type: none"> a. Progress Tutoring – this involves supporting and monitoring students in one-to-one meetings as well as to give them an opportunity to share any concerns or worries. Similarly, this gives the progress tutor the opportunity to decipher whether there are any academic or pastoral issues that need addressing. b. University knowledge and outreach – maintain a strong working knowledge of university courses, entry requirements, open days, and application deadlines. To be involved in securing relevant trips and opportunities with university representatives. c. Organise and administer academic competitions as well as the management of clubs and societies and relevant House Competitions. Update the tracking of students progress for Clubs and societies and competitions.

- d. Assisting with the organising of the pre-Summer UCAS programme and the post-Summer UCAS Programme.
- e. Supporting the Supercurricular Senior Manager in the administration and organisation of work observations and volunteering opportunities for students. This may also include other elements within the Careers Programme.
- f. Assisting in the organisation of the Duke of Edinburgh Programme, the Young Business Enterprise Programme, the LAMDA tuition and the Wings of Hope Programme.
- g. Maintaining an up-to-date record of student academic and university destination profiling and ensuring this information is added to the iSAMS Database.
- h. Timetabling (including the Extended Project Qualification).
- i. (Taking minutes) of Team meeting meetings.
- j. Supporting Recruitment and overall support for Supercurricular programmes and initiatives.
- k. Maintaining subscriptions to journal platforms.
- l. Supporting with logistics of aptitude and admission test preparation.

2 In terms of Child protection, safeguarding and Health and Safety all staff are expected to:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.
- Liaise with the designated Child Protection Officer if a concern arises.
- Understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level 	<ul style="list-style-type: none"> • A postgraduate degree • Qualifications relating to administration and/or project management
Experience and knowledge	<ul style="list-style-type: none"> • Knowledge of UK universities • Experience in data and project management • Working with young people • Being part of a multidisciplinary team 	<ul style="list-style-type: none"> • Knowledge of Oxbridge and medical school entry criteria • Knowledge of university entry requirements and processes from around the world
Skills and abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent interpersonal skills with the ability to engage with a diverse range of stakeholders (including networking) 	<ul style="list-style-type: none"> • Proficiency with (or knowledge of) customer relationship management (CRM) software • Able to innovate and design new materials and processes

	<ul style="list-style-type: none"> • Excellent time management skills with the ability to juggle a range of competing demands • Excellent IT skills • Able to work collaboratively and on own initiative • Able to prioritise and respond effectively to new challenges at short notice 	
Personal qualities	<ul style="list-style-type: none"> • Highly organised • Eager to learn with a positive 'can-do' approach • Flexible and able to adapt to changing priorities • Committed to producing the work of the highest standard • Willing and able to network and communicate with a diverse range of stakeholders • Uphold the College's guiding principles of integrity, positivity, respect and compassion 	<ul style="list-style-type: none"> • Extremely curious about OIC's Supercurricular Department with the ambition to grow and take on greater responsibilities

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.