



Business Support/Reception

Several part-time flexible positions to start in early September 2021 (0 hours contracts)

We are looking for friendly and professional business support administrators. Positions are available in both of our teaching buildings, one on London Place and the other on Gloucester Green.

The successful candidates will be the first point of contact for students, tutors and visitors and will help with administrative and organisational tasks. You will need to be friendly and helpful with good communication skills and the ability to work well in a busy environment. You will be able to demonstrate a strong sense of responsibility and empathy with young people and a willingness to be of service to the college community.

The available roles are all part-time evening and/or weekend positions at either one of our teaching sites. With the opportunity to both have the structure of set working shifts (which are agreed on a term-by-term basis) and the opportunity to take on additional work during peak times of year, this role is well suited to those in F/T education or looking for flexibility around existing employment or family commitments.

The closing date for these positions is Monday 23rd of August.

For a full job description and application form, please go to the careers page on www.oxcoll.com.

In order to apply for one of these positions, or to acquire further information, please send your application to claire.wellstood@oxcoll.com Please include a covering letter, CV and completed application form

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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 need to undertake an enhanced DBS check and provide two referees.