



Business Support Officers for Reception

An exciting opportunity has arisen to join the expanding team at Oxford International College and work on our busy reception desk. Oxford International College specialises in teaching GCSEs and A-levels to academically ambitious overseas students who aim to study at the top British universities.

We are offering part-time positions starting December 2021 which would ideally suit students currently at university looking to enhance their professional skills or those looking for afternoon, evening and / or weekend work.

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 possess a good telephone manner and communication skills, be helpful and have the ability to work conscientiously in a busy environment.

The closing date is 3rd December 2021.

To apply please contact recruitment@oxcoll.com and ask for an 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.