



CANDIDATE BRIEF FOR THE POSITION OF

BURSAR

TO START IN DECEMBER 2021 / JANUARY 2022





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 tutorial colleges 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 is now securely settled into refurbished premises at London Place, 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' 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 current cohort of A-level students applying to university and receiving offers are 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.

Students take a strategic approach to studies, focussing on the outcomes they want to achieve. This requires a dedicated team of tutors and personal mentors guiding the students towards the right career path, degree course and university. Our teaching aims to stretch the students beyond A-level and 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. This includes giving students both the chance to engage with interesting and challenging topics that fall outside of the academic syllabus and an awareness of their chosen field of study.

Learning to take responsibility for their own performance and well-being is essential for our students' future success, hence the decision to create plenty of opportunities to participate in enrichment and extra-curricular programmes that develop them as a person.

'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.

Staff are expected develop and continuously improve the quality of teaching in their subject area through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in teaching and learning.

As well as being an outstanding teacher we want staff 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.



BURSAR

We are seeking to appoint a full-time Bursar to work in our Bursary with three colleagues who will report to you.

Post Summary

OIS has ambitious plans for the next few years and is looking for an experienced Bursar to head up its finance division. This role is critical for the success of the business as the Bursar will be a key business partner to the School Managing Director.

The ideal candidate will either be ACCA, CCAB or CIMA qualified.

OIS has three business divisions – Oxford International College, Oxford Science Studies (OXSS) and Oxford International College Academy (OICA).

The role involves taking responsibility for the school accounts, preparing the end of year financial statements in addition to the budgets and forecasts, ensuring timely, accurate and smooth delivery of finance information. You will also take the lead for the year end audit and liaise with external stakeholders.

Experience of working in the international student market would be an advantage.

The Opportunity

We can offer a competitive salary based on skills and experience. This is an exciting opportunity for a capable person, looking to grow and expand their responsibilities and skill set and to develop the team.

The Person

The successful candidate will have a proactive and positive attitude with excellent people and customer service skills.

It's essential to be a confident, polite and friendly communicator.

Applicants should have a strong track record of managing finance, a keen eye for risk and should be:

- able to create working environments that are safe, welcoming and inspiring.
- adept at balancing ambition with delivery.
- capable of building professional and supportive relationships with colleagues, parents, agents and suppliers.
- resilient and collaborative.
- passionate about adding value and driving continuous improvement.

Necessary qualifications

All applicants will be expected to have a very good degree as well as a Finance Qualification such as ACCA, CCAB or CIMA.

Salary and benefits

The College has its own very competitive salary scale and pension scheme, along with 28 days holiday per annum + public holidays.

Applications

Please apply by sending a full and up to date Curriculum Vitae, your completed application form and a covering letter to Candice Gregory (Human Resources Manager), recruitment@oxcoll.com

The deadline for applications is **30th November 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.