



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## **OFFICE & OPERATIONS MANAGER**

### **WITH RESPONSIBILITY FOR BUSINESS SUPPORT/RECEPTION TEAM**

OIC is a GCSE and A-level college teaching extremely ambitious students, the majority of whom are from overseas and aiming to get into British universities.

An exciting opportunity has arisen for a full-time (40 hours per week) Office & Operations Manager to work across three Oxford teaching buildings. In addition to managing some aspects of the three buildings (budget, ordering and monitoring stationery, kitchen and office supplies, etc), the successful candidate will oversee a reception team of between 5 and 10 Receptionists/Business Support Administrators. Reception is open seven days per week between 8.00 am and 9.00 pm during the week and between 8.30 am and 7.30 pm at weekends. The reception team are made-up of full-time and part-time workers.

The successful candidate will be organised, personable, an excellent team player and a great communicator. Their duties will include managing the Business Support/Reception rota, organising staff training and dealing with queries and requests from Business Support staff.

You will work closely with the HR Department and with the College Principal with a view to running the three buildings smoothly and training your team to be the first point of contact for students, tutors and visitors.

The role will involve covering Business Support staff during holiday and sick periods as well as for daily lunch breaks. A good telephone manner is vital in addition to excellent communication skills, a helpful disposition, and the ability to work independently and conscientiously in a busy environment.

***To apply please send your CV, application form and a covering email  
explaining your interest in the role to [recruitment@oxcoll.com](mailto:recruitment@oxcoll.com)***

**1 LONDON ROAD, OXFORD OX4 1BD  
Tel: 01865 203988 | [www.oxcoll.com](http://www.oxcoll.com)**

*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.*