



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

IT Administrator

Joining a busy international A-level college in Oxford with a vibrant community of staff and students, your responsibilities will include supporting the IT Officer with the smooth day-to-day running of the IT systems such as computers, email, telephone, server and networks, as well as the College's Management Information System (MIS).

The role is pivotal to the effective functioning of the College and requires accuracy, attention to detail, excellent IT skills, a willingness to learn and the ability to prioritise. You'd be working within a busy IT team providing hands-on direct support of college IT systems to the college staff and student end users. Work experience in an educational setting or with MIS systems would be an advantage but is not essential. This role could be perfect for a college leaver who's keen to hit the ground running!

Good spoken and written English are essential.

The successful candidate will be a good communicator with a good work ethic and a positive attitude. Training in the College's MIS and CPD opportunities will be provided.

The full Job Description can be found in the Careers section of our website.

Please email recruitment@oxcoll.com for a job description and application form.

The deadline for applications is 09/10/2022.

**Oxford International College
1 London Place, Oxford OX4 1BD
Tel: 01865 203988 | 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.