



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

Evening and weekend Receptionists for OIC London Place

An exciting opportunity has arisen for one or several part-time Receptionists to work as part of our Business Support Team on the busy reception desk at Oxford International College starting in September or October 2022. The shifts are evening and weekend shifts on a rota with others. Evening work is from 4.15 – 9.00 pm, weekend work is from 8.00 am to 7.30 pm (two shifts).

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 for applications is 20/09/2022.

To apply please visit our website for a copy of the Job Description and to download the application form. You will then need to send us your completed application form, CV and a covering email explaining why you feel you'd be right for the role. Your email should be sent to recruitment@oxcoll.com.

**1 LONDON ROAD, 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.