

AIRPORT ASSISTANT

About Us

Oxford Summer Courses was founded by a network of Oxford alumni, who were determined to share the magic of the university and the city with the wider world. Since 2010, we have expanded around the world, and are one of the fastest growing education companies in the UK and Europe.

About the role

Oxford Summer Courses are looking for reliable and professional individuals to work as part of the Airport Transfer Team during the 2019 Summer Programme. You will provide a quality service for the students that are arriving onto one of our academic courses, ensuring their safe and timely arrival from Heathrow Airport to their place of study. As the front face of Oxford Summer Courses the students experience begins with you, meaning that you will have an important role to play in creating a positive and professional first impression.

What you will be doing

- Setting up the Oxford Summer Courses airport lounge, including laying out refreshments, putting up banners & connecting music/DVD players
- Greeting students at their arrivals gate, checking them in and escorting them to the welcome lounge
- Working effectively and efficiently with other team members to ensure all terminals are staffed at all time
- Being a friendly and welcoming face in the Oxford Summer Courses airport lounge- host and entertain students waiting for their transfer
- Assist students onto their transfer and in some cases travel with them to their place of study
- Communicate regularly with the Team Leaders with updates on student arrivals
- Assist with student departures where required

Practical details

- Part time (0 hours) contract, weekend work with opportunity for overtime (June - August 2019)
- Accommodation not included
- Competitive hourly rate
- Individual Oxford or Cambridge based, or commutable to London Heathrow Airport



OXFORD SUMMER COURSES

Oxford Summer Courses Limited
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About You

Required

- Reliable, able to commit to weekend work over the Summer
- A flexible approach to work & hours of work is essential
- Highly motivated, energetic & positive- you will on your feet for most of the day
- Excellent communicator both with students, colleagues, and external clients
- Ability to work as part of a team
- Friendly, approachable & presentable

Desirable

- Knowledge of Heathrow Airport and/or experience with airport transfer services
- Previous experience in a fast paced working environment
- Enthusiasm for higher education
- Experience of working with young people

Application

[Please complete the online application form](#), specifying what role you would like to be considered for. If you have any questions regarding recruitment, please email recruitment@oxfordsummercourses.com

DO NOT SEND IN A CV AND COVERING LETTER. YOUR APPLICATION WILL NOT BE CONSIDERED.

Disclaimer

Please note that only successful applicants will be contacted and that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

Oxford Summer Courses is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all our staff are suitable to work with children.