

AIRPORT COORDINATOR

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. This is a multifaceted role between Head Office and Heathrow Airport, coordinating student arrivals and leading the Transfer Team. 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 the Airport Transfer Team, meaning that you will have an important role to play in creating a positive and professional first impression.

What you will be doing

Office days;

- Collating and organising student arrival/departure information
- Liaising with airlines to update Unaccompanied Minors arrival details/contacts
- Communicating professionally to book transport with our external suppliers
- Working closely with the Oxford Summer Courses admissions team to gather all relevant information
- In some cases liaising with parents/students regarding their booking
- Keeping in regular contact with your Airport Transfer Team to ensure they are prepared for their weekend work
- Keeping a record of the Airport Transfer Teams working hours & expenses to ensure they receive correct payment
- Organising travel arrangements where necessary for staff members

Airport day;

- Based in the Oxford Summer Courses lounge area you will keep track of student arrivals, checking updates on landing times and delays to relay information to your team
- Managing the Transfer Team to ensure all areas are fully staffed at all times
- Communicate regularly with the Terminal Leads on both student and staff updates
- Greeting students arriving into the lounge and sign them in
- Keeping open communication with the Shuttle Team to keep track on vehicle ETA's to colleges and the airport
- Be in regular contact with Head Office



OXFORD SUMMER COURSES

Oxford Summer Courses Limited
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www.oxfordsummercourses.com

Practical details

- Start: May - Early September.
Full time fixed term contract
- Accommodation not included
- Individual Oxford based

About You

Required

- Reliable, able to commit to both weekday and weekend work over the Summer
- Highly motivated, energetic & positive
- Excellent communicator both with students, colleagues, and external clients
- High attention to detail, organised & thorough
- The ability to manage a small team
- A good problem solver who can remain calm under pressure
- Excellent time management
- Proficient in office programmes; word, excel etc

Desirable

- Previously managed a team
- Experience in a fast paced working environment
- Knowledge of Heathrow Airport and experience of working in airport transfers
- Experience of working with young people
- Enthusiasm for higher education

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.