



Administration Support Officer

We are looking for an energetic and organised Administration Support Officer with a passion for education to join our fast-growing and award-winning company on a full-time basis. You'll be a key member of the Academic team in our new offices in central Oxford helping us to select and onboard the best tutors who will deliver our academic courses to over 3000 students in 2019.

About the role

Our tutor network is right at the heart of our success. You will support the Academic team with managing a challenging recruiting pipeline. You will help deliver on strong policies around safeguarding and safer recruitment obligations, and in line with our company policies and values. You will guide tutors through the onboarding and induction process, be the first point of contact for tutors and applicants, and assist with their queries.

Main Duties

- Reviewing, organising and scheduling tutor interviews
- Chasing and filing tutor onboarding documents to ensure compliance with our safeguarding and safer recruitment policy
- Scheduling, organising and gaining feedback from our Tutor Training programme
- Liaising with tutors to create an inventory of requested resources and printing before the start of the summer courses
- Completing DBS checks for seasonal staff
- Solving questions and queries from tutors during the summer courses
- Ensuring that all data records are kept accurate and up to date
- Organising and managing the recruitment inbox and responding to queries
- Attending occasional Tutor Social events

Practical details

- Pay: Competitive
- Hours: Full time, fixed-term contract until Sep 2019, potential for permanent role for the right candidate
- Start: Immediate
- Central Oxford location with flexible/ agile working possible

Minimum requirements

- Experience in a similar administration role
- Attention to detail
- Friendly and engaging with a strong work ethic; a team player with high standards
- Strong organisational and task management skills
- A strong and diplomatic written and verbal communicator
- Excellent IT proficiency including Excel

Desirable attributes

- Experience in employment contracting of seasonal staff
- Experience in recruiting for the education sector
- A working knowledge of Salesforce



OXFORD SUMMER COURSES

Oxford Summer Courses Limited
18 Beaumont St, Oxford, OX1 2NA
www.oxfordsummercourses.com

Application

Please apply via our [website](#).

About us

Oxford Summer Courses was established in 2010 by a network of Oxford alumni determined to share the magic of the university and the city with the wider world. Although Oxford Summer Courses isn't part of the university, Oxford is at the heart of everything we do. It shapes what, where and how we teach.

We run an education company that is set to welcome over 3,000 motivated international students aged 9-24 in Oxford, Cambridge, High Wycombe, Cheltenham, London and beyond where they'll study a wide variety of academic subjects and English language courses.

Our team of staff is a mixture of Oxford alumni, Oxford and Cambridge locals, and international team members who together oversee preparation for the busy spring and summer months when a team of over 200 tutors and 300 on-course delivery staff join us to deliver our courses. We're growing fast, building partnerships in the UK and abroad and we're seeking a dynamic individual who wants to be part of a successful small company and who can help shape our future growth.

Our goal is to share the exciting academic adventure of Oxford – and other elite universities – with the world. Alongside our summer courses we run a charity (Universify Education) that offers free access courses to encourage applications to top universities from students from disadvantaged backgrounds.

Please note that Oxford Summer Courses has robust safeguarding policies. References are requested and will be scrutinised. Where appropriate, they will be validated with the providing referee.

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.