



OXFORD SUMMER COURSES

Oxford Summer Courses Limited  
18 Beaumont St, Oxford, OX1 2NA  
[www.oxfordsummercourses.com](http://www.oxfordsummercourses.com)

## SHUTTLE ASSISTANT

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### **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**

#### **NO DRIVING REQUIRED**

- Working closely with our transport providers
- Collecting students from the Oxford Summer Courses airport lounge, accompanying them on the transfer and ensuring they are dropped off at the correct site
- Assisting the on-course staff at drop off locations, ensuring each student is passed over to their correct group leader
- Keeping a register of students on your transfer and which site they are going to
- Communicating regularly with the airport team and on-course staff with updates on location, ETA's and student drop offs
- Being friendly and helpful to all students on your transfer, offering to assist with luggage and answer any questions
- Ensuring the shuttle is keeping to the schedule and dropping off at each location in a timely manner
- Assist with student departures where required, from college sites back to Heathrow Airport

### **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



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## **About You**

### **Required**

- Reliable, able to commit to weekend work over the Summer
- A flexible approach to hours of work is essential
- Highly motivated, energetic & positive
- Excellent communicator with students, colleagues, and external clients
- Ability to work as part of a team
- Friendly, approachable & presentable
- Able to take charge of a group of students

### **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](mailto: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.