

TERMINAL LEAD

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
- Be stationed at a terminal throughout the day, where you will lead a small team of 2 or 3 Airport Assistants
- Delegate tasks, keep updated with & schedule breaks for your team
- Liaise with the Team Leaders at both Heathrow Airport and Head Office, sending regular updates on student arrivals
- Welcome any parents that arrive with their child(ren) in a professional & helpful manner
- Be the named individual for and manage the airlines Unaccompanied Minors handover
- Ensure communication with both your terminal team and the wider team is kept open throughout the day
- 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
18 Beaumont St, Oxford, OX1 2NA
www.oxfordsummercourses.com

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
- 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

Desirable

- Previous experience in a fast paced working environment
- Knowledge of Heathrow Airport
- Experience working in airport transfers
- 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.