



Student Helper

In this pack you will find: a detailed job description, the minimum requirements for this role, the profile of an ideal candidate, information about the selection process, and an introduction to the company for on-course staff.

You can email us at recruitment@oxfordsummercourses.com if you have any questions.

Oxford Summer Courses, a Bridgemark company

[Oxford Summer Courses](#) is part of Bridgemark Education, founded by two school friends and Oxford graduates who wanted to open up exceptional educational journeys to more people. In 2020 we ran COVID-compliant in-person courses and [Melio](#) online courses. Our approach is based on interactive teaching, growth mindsets, small group learning, and tutor autonomy. We channel our passion into making a positive impact on our surroundings whether that be our students, the wider community or the environment.

Apply now

[Applications are open](#) for 2021 courses. Find out more and explore other roles on our [careers page](#).

Please note that only successful applicants will be contacted and that no terminology in this document 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.

Job Description

Role summary

Job title Student Helper

Location Oxford OR Cambridge OR London OR Juniors location TBC

Reports to Assistant Course Director/House Parent

Reports to you —None—

Pay rate £8.20 - £8.72 per hour

Typical hours 48 hours Monday to Sunday 8.00am to 10.30pm on a shift pattern.

Contract type Temporary Zero-hours contract

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Purpose

As a Student Helper, you'll be the front line in delivering our residential courses, playing an essential role in student welfare, leading trips and activities, and ensuring the smooth running of the course.

Main duties and responsibilities

- You will be responsible for maintaining an atmosphere of enthusiasm, curiosity, and fun on the course.
- You will be the front line in ensuring the safety, welfare, happiness, and discipline of the students.
- You will support the delivery of the social and cultural programme, leading activities, day trips, and restaurant meals.
- You will support the general smooth running of the courses, including making sure students are on time and in the right place for their academic sessions.
- You will support the gathering of marketing material such as student testimonials and headshots.

Benefits

Pay bands are calculated to be fair and consistent across all roles at Bridgemark. They are reviewed annually, taking into account any changes to the role.

Full role training is provided.

Meals are provided when duties require.

(This is a non-residential role and accommodation and travel expenses are not included)

Safeguarding

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.



Person Specification

Minimum requirements

- Bachelor's or higher degree (or currently studying for one)
- Able to work to a prepared budget
- General competency in IT skills
- Right to work in the UK (we cannot sponsor work visas for this role)

On-course staff profile

Skills, abilities and knowledge an ideal candidate can demonstrate

- Approachability
- Creativity

Qualifications you may hold, or be working towards

- First Aid qualifications
- Safeguarding qualifications

Experience you may have

- Working on a summer school or holiday camp
- Leading a student organisation
- Volunteering with the Scouts or similar organisations

Personality traits of a great Student Helper

- Charisma
- Initiative
- Enthusiasm

Our company values

Foster well-being Our on-course team are mental health first aid trained. Supported by a dedicated crisis team, they never turn a blind eye if a student is struggling—however challenging.

Adopt a growth mindset Our on-course team never play the blame game. They have the courage to suggest better ways of doing things, and can take on more responsibilities each year.

Maintain momentum Our on-course team make the very most of their time with us by equipping themselves with skills for the future. They could grow into a full-time role and even travel the world.

Achieve impact Our on-course team appreciates the smallest interaction with students. They relish their position as role models and take time to build significant relationships.



Collaborate Our on-course team amaze us with their resilience and positivity when working under pressure. They do this by sharing the load and harnessing the diversity in the team.

Selection process

Pre-interview task

If you are invited to interview you will not be asked to prepare anything in advance.

Interview

The majority of interviews will take place online this year using Google Meet. There is no need to download any software and you will be sent a link to the meeting room in advance. You will be asked to bring some documents to show on screen.

After being introduced to the role, you will be asked about your relevant experience. Your interviewer will also find out how you would respond to scenarios that often arise in this role.

There will be plenty of opportunities to ask questions and find out more throughout.

Role assignment

Students sign up to courses throughout the year, so positions will be filled on a rolling basis. This may mean that we will be unable to confirm the details of vacancies at the interview. If you are made an offer we will contact you separately to offer specific roles.

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