



### Receptionist/Business Support

*Seven part-time flexible positions to start in mid-August 2021 (0 hours contracts)*

We are looking for friendly and professional business support administrators to work in our two teaching buildings.

The successful candidates will be the first point of contact for students, tutors and visitors and will help with administrative and organisational tasks. You will need to be friendly and helpful with good communication skills and the ability to work well in a busy environment. You will be able to demonstrate a strong sense of responsibility and empathy with young people and a willingness to be of service to the college community.

The closing date for these positions is 28<sup>th</sup> July 2021.

### For each role the hours are:

Role 1: 4.00 pm to 9.00 pm Monday to Friday, OIC Teaching Building, Gloucester Green.

Role 2: 4.00 pm to 9.00 pm Monday to Friday, OIC Teaching Building, St Clements

Role 3: 8.00 am to 1.30 pm Saturdays and Sundays, OIC Teaching Building Gloucester Green

Role 4: 8.00 am to 1.30 pm Saturdays and Sundays, OIC Teaching Building, St Clements

Role 5: 1.30 pm to 7.00 pm Saturday and Sundays, OIC Teaching Building, Gloucester Green

Role 6: 1.30 pm to 7.00 pm Saturday and Sundays, OIC Teaching Building, St Clements

Role 7: 8.00 am to 4.00 pm Wednesdays and Fridays, OIC Teaching Building, St Clements

*For a full job description and application form, please go to the careers page on [www.oxcoll.com](http://www.oxcoll.com).*

*In order to apply for one of these positions please send your application to [recruitment@oxcoll.com](mailto:recruitment@oxcoll.com)*

*All applications must include a covering letter, CV and completed application form*

*When applying, please indicate the role you're applying for, eg Application for Reception Role 1 or Application for Reception, Roles 6 and 7*

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*Oxford International College is committed to safeguarding and promoting the welfare of children and young people. As such, successful applicants will need to undertake an enhanced DBS check and provide two referees.*