



CANDIDATE BRIEF FOR THE POSITION OF

BURSAR

Oxford International School



Oxford International School

Oxford International School (OIS) was established in 2002 and provides A-Level tuition and boarding to international students. It is highly successful both in terms of educational outcomes and commercially. Now part of Oxford International Education Group, OIS has three business divisions:

- 1) **Oxford International College (OIC)** – the core A-level tuition business, which operates a two-year A-level programme with terms running September to June.
- 2) **Oxford Summer Academy (OSA)** – OSA offers summer break tuition for two or four weeks offering a range of courses varying from business studies to science.
- 3) **Oxford Science Studies (OXSS)** – OXSS provide A-level tuition and GCSE revision courses to small groups of students during the holiday and half-term periods.



The College

Oxford International College is one of the UK's leading co-educational A-level boarding colleges for students aged 16 – 21.

Founded in 2002 by a group experienced educationalists lead by Dr Mario Peters, the College has developed into one of the most successful private tutorial colleges in the UK, welcoming students from the UK and all over the world.

Our A-level programme combines academic excellence with a passion for personal development, providing students with the best possible preparation for university and their future careers, supporting them in becoming independent and motivated learners and enabling them to gain entry to the best

British and international universities. It is our aim to help students gain the qualifications, skills and develop the qualities that will not only ensure a successful and fulfilling career, but also help them to make a positive impact on the world around them.

The College has grown each year since its foundation and is now securely settled into refurbished premises at London Place, where we can provide an outstanding experience for our extremely ambitious and high achieving students.

Teaching and learning

Academic achievement and personal growth are at the heart of what we aim to achieve at OIC; and the College's success in achieving these goals is evident in the students' achievements.

In 2018 83.5% of grades achieved were A* - A, with 58.2% of A* grades. This was a significant improvement on the already impressive 2017 results when 71% of grades were A* - A.

Highlights from the current cohort of A-level students applying to university and receiving offers are 100% success rate of students applying to study Engineering at Imperial College London, 100% success rate for students applying to study Medicine at top medical schools worldwide, and 50% success rate for students applying to Cambridge.

Students take a strategic approach to studies, focussing on the outcomes they want to achieve. This requires a dedicated

team of tutors and personal mentors guiding the students towards the right career path, degree course and university. Our teaching aims to stretch the students beyond A-level and is comparable to undergraduate level teaching.

Students are offered a wide spectrum of experiences and programmes to enrich their academic studies and to prepare them for entry to top universities. We also give students the chance to engage with interesting and challenging topics that fall outside of the academic syllabus and to give them awareness of their chosen field of study.

Learning to take responsibility for their own performance and well-being is essential for our students' future success and therefore they are given plenty of opportunities to participate in enrichment and extra-curricular programmes that develop them as a person.

'The college helps to keep my dreams alive. Most importantly it made me realise that to achieve anything requires faith, vision, self-motivation, determination, hard work and dedication.'

Our ethos

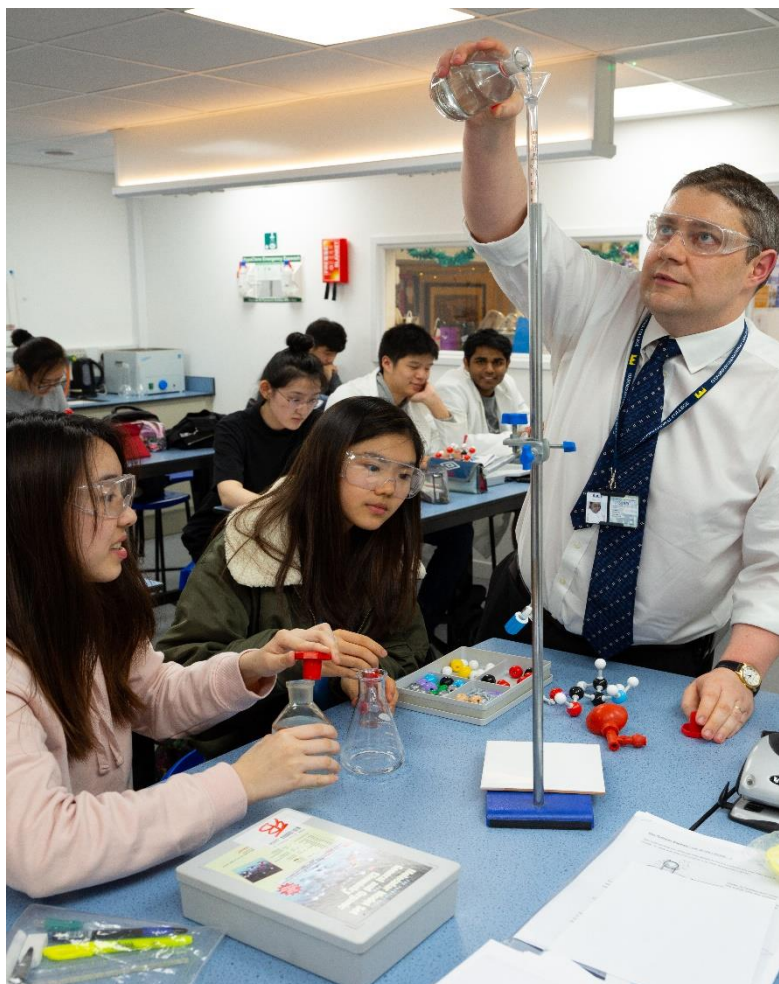
Academic excellence is what we strive for at Oxford International College.

Fundamental to this are the College's guiding principle and ethos, which all staff uphold:

- Our actions and words reflect integrity, positivity, respect and compassion, and a strong sense of service to others.
- We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.
- The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses.

Staff are expected develop and continuously improve the quality of teaching in their subject area through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in teaching and learning.

As well as being an outstanding teacher we want staff to be great colleagues and so sharing expertise, adopting a collaborative approach and being aware of the needs of others are behaviours that we expect and require.



Bursar

We are seeking to appoint a full-time Bursar to lead the finance function across the 3 divisions – OIC, OXSS and OSA. This role is critical for the success of the business and the Bursar will be a key business partner to the heads of each division, reporting jointly to the College Principal and the Managing Director of the Oxford Schools and Colleges Division.

Post Summary

To lead and develop a finance team that contributes to the School's success through supporting budgeting processes, financial analysis and implementing robust financial controls.

The Opportunity

This is an exciting opportunity to join a highly successful group.

OIC, OXSS and OSA offer staff and students alike a friendly and welcoming environment where classes are small and expectations are high.

The successful candidate will lead finance planning within Bursary as well as prepare the budgets and forecasts for the three divisions. You will ensure the timely, accurate and smooth delivery of finance information in order to support commercial decisions and meet the requirements of statutory authorities.

The Person

We are looking for a suitably qualified Bursar or Finance Manager who combines knowledge with experience and people management skills.

The successful candidate will have an excellent level of spoken and written English, a commitment to building

positive, professional and supportive relationships as well as excellent customer/client service skills. You will be self-motivated, ambitious, good at planning and problem-solving and passionate about driving continuous improvement and adding value. You will enjoy working as part of a team as well as capable of working alone.

Salary and benefits

The College has its own very competitive salary scale and pension scheme, along with 10 weeks holiday per annum.

Applications

Please apply through the TES website. Alternatively, send a full and up to date Curriculum Vitae and covering letter to Robin Fry (Group HR Director, Oxford International),
RFry@oxfordinternational.com
The deadline for applications is **Friday 22nd November 2019**.

We reserve the right to invite early applicants for interview before the deadline, where this is deemed appropriate. Otherwise shortlisted candidates will be invited to interview as soon as possible after the deadline.

