

Location: Oxford, Frensham

Dates: July – August 2025

Payment: £704.16 per week

Join Our Team as Centre admin – International House London Young Learners

If you're enthusiastic, passionate, and ready to inspire young learners, we are excited to invite you to join our team at **International House London**, for the upcoming Young Learner summer season!

What we're looking for

We are seeking an organised and reliable individual to manage student accommodation, transfers, financial records, passports, and deposits, while providing administrative support, assisting staff registration, and responding to queries from staff, parents, and group leaders efficiently and professionally.

To apply, you must have:

- Educated to GCSE standard (minimum 5 A*-C, including English and Maths).
- Proficient English speaker.
- IT literate.
- Strong administrative and multitasking skills.
- Customer service or administrative experience.
- Ability to work under pressure and as part of a team.
- A positive, flexible, “can-do” attitude
- Good communication skills
- A commitment to creating safe, inclusive spaces for all students

What the Job Is About

You will manage student accommodation, ensuring rooms are assigned correctly and maintenance issues are resolved. You will support transfer days, oversee registration, and keep records up to date. The role includes handling petty cash, payments, passports, and deposits efficiently as well as assisting with staff registration and providing friendly administrative support throughout. Your work will help create a smooth, welcoming, and enjoyable experience for students and staff throughout the summer school.

Salary

£704.16 per week (£628.32 + 12.07% holiday pay)

Plus paid induction programme

Contract details

- Contracts available from 1-6 weeks, depending on operational needs
- Up to **44 hours per week** across six days with one full day off per week
- Evening and weekend work expected as part of the residential schedule
- Free accommodation in single rooms with staff-only shared bathrooms
- Three meals a day + free tea and coffee

Locations

Oxford – St Edward's School (ages 8–17) - 1st July – 12th August 2026

Frensham – Frensham Heights School (ages 12–17) - 8th July – 5th August 2026

Why Choose Us?

International House London have delivered unforgettable summer school experiences across the UK since 2011. We are a British Council-accredited organisation and proud member of the International House World Organisation. We place our students' safety, happiness, and well-being at the centre of everything we do. We're committed to creating memorable moments for every young learner while supporting our staff with professional development, skills training and a collaborative environment. It's no surprise so many of our staff return year after year!

In our most recent, British Council inspection (2024), we were recognised for strengths across multiple areas, including strategic and quality management, student administration, care of students, and leisure opportunities. With us, you will:

Work in a positive, professional environment

Join a welcoming team with many returning staff

Build administrative and multi-tasking skills in a fast-paced environment

Strengthen your CV with real pastoral and residential experience

Contribute ideas for systems and processes improvements

Right to Work

Applicants must have the **right to work in the UK**. All appointments require a **DBS/Police Check** and satisfactory references.

Application Information

International House is committed to safeguarding and promoting the welfare of all young learners. <https://www.ihlondon.com/wp-content/uploads/2025/06/YL-Safeguarding-Policy-2025-updated-02.06.pdf>

Please note that if you are successful at the interview stage, all offers are subject to two references, a Disclosure and Barring Service Check, and Police Check (if living abroad) that are considered satisfactory to IH London.

Due to the nature of this role, we are unable to offer sponsorship. Therefore, applicants must have valid right to work in the UK to be considered for this position.

[Click here](#) to submit your application.

Full job description:

<https://www.ihlondon.com/wp-content/uploads/2025/12/Centre-admin-2026.pdf>

International House London's Values:

Ethical, Inclusive, Innovative, Passionate, Professional