



Established in 1999, Oxbridge Applications is the unequivocal leader in Oxbridge admissions consulting.

Role: Event and Logistics Coordinator

Preferred Start Date: 1st February 2023

Key Responsibilities:

- Event delivery and planning (online and in person), including hiring tutors and liaising with schools
- Supporting other areas of the team with logistics where necessary

Hours:

5 days a week (2 days in the office - Weds and Fri currently but subject to change). Some weekend days and evenings are necessary in the busy periods (compensated as TOIL).

Salary:

Competitive

Benefits:

25 holiday days plus birthday off, extended Christmas closedown, generous TOIL policy, training and development opportunities (part of Dukes Education), central London offices (near Piccadilly Circus) and exciting company events.

Contract type:

Permanent, full time

If you are interested in applying or have any additional questions, please contact the Head of Oxbridge Applications, Theo Boyce at theo.boyce@dukeseducation.com