

Saïd Business School pre-University Summer Schools: Head Student Ambassador Job Advert

Overview

Saïd Business School runs a portfolio of academic pre-university summer schools for 15- to 18-year-old students on a range of academic subjects including:

- Future Climate Tech Innovators
- AI and Machine Learning Pioneers
- Future Entrepreneurs

The programmes are run in partnership with different departments in the University. The departments provide subject matter experts and Oxford Saïd provides business skills expertise, as well as being responsible for the programme delivery and student experience.

Students attend from across the globe to spend 2-weeks on campus in Oxford learning from the University's academics and subject matter experts and experiencing a taste of what life could be like as an undergraduate student. Many of the students will have expressed an interest in applying to our University at some stage.

Programme Details

Dates and Duration:

- o 19 July to 1 August 2026 (13 nights)
- o 2 August to 15 August 2026 (13 nights)

Type: Residential, in-person

Location: Oxford – Saïd Business School and accommodation in different Colleges

Participants: 60 x 15–18-year-old old students from across the globe on each programme

The Head Student Ambassador Role

We are looking for a Head Student Ambassador to help us deliver these flagship summer schools in Oxford, run by Saïd Business School, University of Oxford.

You will play a key role in providing a safe, enriching, stimulating and enjoyable experience in Oxford. Your responsibilities will include training and managing a team of student ambassadors and ensuring student safety, accompanying students between teaching, extra-curricular and accommodation locations, delivering pre-planned events and activities under the guidance of the Programme Director.

This role suits a confident individual who is an experienced team leader with strong communications and organisational skills.

Person Specification:

You will play a vital part in ensuring that our summer schools are a success and promoting the University as well as benefits of studying to achieve academic success.

You will be required to be resident in Oxford for the duration of each summer school.

College accommodation and meals whilst on shift will be provided free of charge.

For this role, you will be required to obtain a DBS check, which we will organise. You will also be required to attend training on safeguarding and first aid.

Key Responsibilities:

- **Student Safety and welfare**
 - Ensure all safety measures and safeguarding policies are followed throughout the programme.
 - Respond quickly to any safety or welfare concerns, prioritising student wellbeing.
 - Implement student supervision processes and maintain a safe environment for students and staff.
- **Student Experience:**
 - Understand the entire two-week programme schedule and all activity options.
 - Plan and deliver activities, events and excursions with attention to detail, ensuring a high-quality student experience.
 - Adapt and communicate plans clearly to the Student Ambassador teams, exceeding student expectations.
- **Leadership and Collaboration:**
 - Work closely and collaboratively with the Programme Delivery Manager and Programme Directors to ensure smooth and effective communication.
 - Lead and mentor Ambassadors, offering support and guidance in managing students.
 - Provide leadership in resolving challenges in a professional and efficient manner.
 - Uphold the School's values when interacting with students, staff and third parties.
- **Administration, Systems and Compliance:**
 - Manage any ad hoc payments needed and receipts.
 - Complete risk assessments and event planning requirements
 - Oversee student registers and report and manage incidents

Essential and Desirable Criteria

Essential

- Be an undergraduate or postgraduate student at the University of Oxford who has experience in leading and managing teams

- Be interested in working with young people.
- Able to demonstrate effective communication, leadership and team-working skills.
- Excellent organisation and project planning skills, punctuality and a flexible proactive attitude.
- Have a willingness to work shift hours, which may start as early as 08:00, or finish as late as 23:00 but will not normally exceed 8 hours within a day.
- Be able to attend compulsory training sessions prior to the summer school.
- Experience in training teams.
- Experienced in safeguarding requirements and managing conflicts
- Have a clean DBS check.

Desirable

- Have experience working with young people aged 15-18.
- Have experience working on a university summer school.
- Have experience in leading and motivating teams

Training

The Head Ambassador will be required to attend full health and safety, safeguarding and CMA compliance training once a successful application has been made.

Pay

£16.92 - £21.35 per hour

Application

Please complete the [online application form](#) by 1 pm on Thursday 16 April 2026. Interviews will take place via Teams later in April 2026. Please check you are available for the programme dates.