



Oxford
Scholastica
ACADEMY

Sales Executive

Job Description





At Oxford Scholastica, we're looking for an outstanding Sales Executive to play a key role in the Sales portfolio for our award-winning residential summer school and online programmes.

We're a super-small team of six people, and deliberately so – since starting over twelve years ago, we've learnt that bigger isn't necessarily better. We combine the energy and agility of a startup with the stability and track record of an established organisation. It's one of the reasons our team members tend to stick around (our average tenure is 6 years).

We like to do things differently, and our "ambitiously lean" model has seen us welcome over 8,000 students to our programmes. We were proud to win the first ever King's Award for Enterprise at Buckingham Palace in 2023.

We're passionate about supporting more students to experience our programmes, to benefit from our worldview and to engage with their futures.

While many in the world are pessimistic about the future, we think the world's fast pace of progress means it's the greatest time to be alive. The purpose of OSA is to empower students, parents and schools to maximise the opportunities for young people rather than feeling constrained by the challenges. We do this through promoting active thinking, collaboration and long-term thinking - the mindset that we believe will set students up for success in a changing world.

If you're an A* player who is self-motivated, optimistic, flexible of mind, keen to learn and excited by our mission, we'd love to hear from you.

Best wishes,

Jamie Dear, Sophie Dear and Lavinia Abell
Co-Directors

As Sales Executive, you'll need to excel at five core things:

- **Meeting targets** – you love a challenge and thrive on hitting numbers. You'll be trusted to stay on top of every enquiry and convert leads into enrolments.
- **Phone communication** – you proactively pick up the phone to win a sale and you prefer this to email. You enjoy building relationships, and you're keen to help parents make the best decision for their child.
- **Written communication** – you write fluidly, accurately and at speed. You're a natural at writing high quality emails, and you hate making grammatical or spelling mistakes. We'll rely on you to reply to incoming enquiries swiftly. We operate in a competitive market so speed and accuracy of response are crucial in giving parents confidence to entrust their child to us with our premium products. You'll be backed by our highly automated tech, allowing you to focus your time on the things that count.
- **Administration** – you don't tend to make mistakes, and if you do you learn from them. You let no lead go un-contacted, and you make sure the administration of our CRM is as perfect as it can be.
- **Ownership and self-motivation** – you embrace responsibility. You hold yourself to account rather than needing external monitoring or motivation. You love our mission and see work as part of what makes life meaningful, rather than a job to fulfil. You're restless to improve our sales figures and improve yourself.

We'll need to see evidence of these qualities in your application, and previous sales experience is desirable.

From September to May, your main focus will be selling places on our Oxford summer school, as well as executing our sales process and improving them through feedback and testing. You'll be managed by our Co-Director Lavinia, and you'll also work closely with Charlotte, who provides customer service support. From June to August, you'll focus on sales for our online programme, while also playing a customer service role in handling higher-level parental queries and challenges.

Your salary will be £30,000–£40,000. We don't pay commission, as we're looking for team members who are intrinsically rather than extrinsically motivated. Instead, we believe strongly in performance-related progression.

We're a fully remote team so we welcome applications from anyone in a UK-compatible timezone. If you're based in the UK, we have regular team events and socials, and an annual trip (this year, to Dubai).

You'll be working directly with our Co-Director Lavinia who will support and coach you. You'll be given the opportunity to turbocharge your professional development. And if you're an A* player, we'll fast-track your salary and growth.

Please note, the Oxford Scholastica Academy is committed to safeguarding its students, and all our staff play a key role in this. As a result, appointments will be subject to reference and a successfully completed enhanced DBS check. This is an outline job description and should not be regarded as an inflexible specification. As a term of your employment you may be required to undertake such other duties and/or hours of work as may reasonably be required, including evenings and weekends during the summer school.

92%

had one of the most memorable summers of their life

91%

of students agreed that Oxford Scholastica met or exceeded their expectations

97%

of students rated the teaching received as good or excellent

94%

of parents would recommend us to a friend

91%

of students said OSA introduced them to new things and broadened their horizons in 2025

OUR IMPACT



Oxford
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NEXT STEPS

If you have any questions, please contact Lavinia at
lavinia@oxfordscholastica.com

Many thanks for reading,

The Oxford Scholastica Academy Team

