



Oxford Media & Business School

An educated decision

Oxford Media & Business School is one of the UK's leading independent business and IT training colleges focusing on executive PA skills. Its industry-led PA course is fast becoming an alternative to university with students living in accommodation provided by the college and enjoying a busy life in Oxford during their year of study.

Over the last 35 years, Oxford Media & Business School has earned an excellent reputation for high quality teaching, excellent student facilities and a proven track record of helping students find interesting roles in a wide range of sectors when they leave.

The Client's perspective

**Andrea Freeman,
Principal, OMBS**

“Allen Associates successfully walks that difficult line of always being extremely efficient and professional while also being friendly, helpful and approachable. They always provide an excellent service.”

The Brief:

I've known Allen Associates for many years so when the opportunity arose for a first class PA and registrar to join us, I immediately thought of them. They had successfully placed the previous candidate who did a great job for us before relocating to Berkshire with her family. We were looking for someone of a similar calibre, who was highly polished, professional and articulate, and we knew that Allen Associates would be able to help.

The Approach:

Allen Associates came to meet me and the college's bursar on site and took a detailed brief. The recruitment consultant who looked after our assignment was one of the best I've seen. She was approachable, empathetic and immediately understood the intricacies of the role.

I asked to see a selection of candidates and Allen Associates quickly presented us with six high calibre CVs. I interviewed three of the candidates, but Sarah stood out as our clear favourite. We were impressed once again with the superb level of communication and support we received from Allen Associates at every stage - and I didn't feel pressurised at any point.

The Outcomes:

Allen Associates helped us to negotiate Sarah's package and we were delighted when she accepted our offer. She has passed her probationary period with flying colours and continues to be a great asset to me and my staff as well as our student community.

The Candidate's perspective

**Sarah Badger,
Registrar and PA
to the Principal**

**“Allen Associates was very thorough and took the time to understand what I was looking for in my next role. They provided a personal service and only approached me about roles that met my brief. They were extremely efficient and provided me with lots of information and support, while being very warm and friendly to deal with.”
An excellent service.”**

The Brief:

Having spent 10 years working within management in mental health services in Oxfordshire and the last year within the NHS, I was ready for a new role and a completely different environment. In recent years, I'd been juggling very long hours and stressful working conditions with the needs of my young family and I was ready for a change. I registered with Allen Associates and one of their consultants interviewed me to explore the type of roles I might be suitable for and which best met my aspirations and experience.

The Approach:

Based on my interview, Allen Associates helped to restructure my CV with an emphasis on the skills and experience which matched the type of role I wanted to do. This meant focusing on my administration experience more than my management capabilities.

When Allen Associates approached me about the role at Oxford Media & Business School, it seemed ideal. I knew I wanted to work in a busy people-orientated environment in a hands-on, practical role and this vacancy seemed to fit the bill perfectly. I really felt as if my recruitment consultant had listened carefully to what I said and found what appeared to be the perfect role.

I applied for the position, attended an interview and was offered the job, all in a very short space of time. The process was extremely well handled and Allen Associates could not have been more supportive.

The Outcomes:

I was delighted to be offered this job. It's changed my life. I now look forward to work each day and enjoy learning and developing new skills. I have been able to spend more time with my children and have a better work-life balance. I work with such lovely people and I feel very fortunate to be here. I'm grateful to Allen Associates for helping to make this happen, particularly as it can be very difficult to place candidates who want to work in a different sector.

For more details about how Allen Associates could help your organisation recruit specialist PA/Admin staff, please contact our Consultants on **01865 335600** or visit **www.allen-associates.co.uk**