



Attendance and Examinations Support Officer

OIC is a small college teaching GCSEs and A-levels to extremely ambitious students – most are from overseas and aiming to get into British universities.

We are looking for an Attendance and Examinations Support Officer to work closely with our Director of Studies and Examinations Department. The successful candidate will be part of a busy administrative team and will take responsibility for improving attendance and punctuality at the college, particularly where there is persistent absence. This person will ideally have previous experience of working in a school (although this is not essential) and will have an organised, accurate and methodical approach to tasks. The role involves collecting data, tracking and storing data, chasing absent students, liaising with students, parents and both the pastoral and academic teams.

We can offer you a vibrant, friendly and exciting place to work as well as a competitive salary, a contract, opportunities for progression and CPD in a positive and supportive environment.

The role will ideally start in September 2021.

Please visit our website for a Job Description and Candidate Brief. The closing date for applications is 19th July 2021. The salary is between £22,000 and £25,000 per annum depending on experience.

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Oxford International College is committed to safeguarding and promoting the welfare of children and young people. As such, successful applicants will be required to undertake an enhanced DBS check as well as the usual prohibition checks and provide two referees.