June 2025

[www.oicbrighton.com](http://www.oicbrighton.com)

**OXFORD INTERNATIONAL COLLEGE BRIGHTON**

**Attendance Officer**

**The College**

Oxford International College (OIC) Brighton is an international day and boarding college for students aged 13 to 18. Following the IGCSE and A Level curriculums, OIC Brighton’s curriculum is based on the proven success of Oxford International College’s three-pronged curriculum model which has led to outstanding academic outcomes. OIC Brighton intends to join OIC Oxford at the top of the UK league tables, preparing our leavers for the most competitive courses at the world’s best universities. For the right candidate, this is an exciting and highly rewarding opportunity for professional development within a young College who will be able to contribute to a safe and supportive environment where students can thrive both academically and personally.

**The Role**

The Attendance Officer plays a crucial role in ensuring that the attendance and punctuality of students are accurately recorded and monitored in accordance with College policies and legal requirements. Reporting to Director of Academic Operations, this role will collaborate with staff, parents, and external stakeholders to promote a culture of accountability and ensure compliance with attendance-related regulations.

**Duties & Responsibilities**

* Ensure attendance and punctuality data is accurate and complete.
* Record all absences with relevant details and take any necessary follow-up actions including informing absences via iSAMs
* Support efforts to improve attendance rates by ensuring staff complete necessary actions.
* Provide assistance to students experiencing attendance issues.
* Run and distribute unauthorised absence reports for key registration periods.
* Perform required actions for students who arrive late in the term or leave early.
* Mark registers in advance for planned absences (e.g., approved leave or illness).
* To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
* To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.

**The Person**

The successful candidate will:

* Have a strong commitment to upholding the ethos and values of Oxford International College Brighton.
* Have excellent organisational and time-management skills.
* Be able to maintain confidentiality and handle sensitive information.
* Be willing to become part of our community of aspirational, outward-looking, internationally-minded staff and students.
* Have excellent communication and interpersonal skills.
* Able to create a welcoming and friendly environment whilst at the same time working efficiently.
* Someone with a sense of humour, flexibility, patience and creativity

**Experience and Qualifications**

* Proven experience in a similar role within an educational setting, preferably with experience in international student admissions and student services.
* Proficiency in using admissions and student management systems (ideally ISAMS)
* Ability to work independently and as part of a team.
* Strong attention to detail and problem-solving abilities.
* IT Skills

**Role:** Full time, Permanent

**Salary**: OIC Brighton has its own salary scale (comparable to, or above the national scale) and pension scheme.

**Other benefits**:

* Being part of the Nord Anglia group with extensive related career path and training opportunities
* Free cooked lunches during term-time
* Participation in the ‘Cycle to Work’ scheme
* Eyecare Vouchers
* Fee discounts for children of staff attending OIC Brighton

**Start date**: August 2025

**Applications**

Applicants should complete the Application Form which can be found here;



The Application Form, full Curriculum Vitae and a covering letter should be emailed to [HR@oicbrighton.com](mailto:HR@oicbrighton.com)

The final date for submission of applications is 10th July 2025.

Please apply as soon as possible. All applications will be processed on receipt.

Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing. Please note, however, that we reserve the right to shortlist and invite suitable candidates in for interview prior to this date.

OIC Brighton, a Nord Anglia Education school, is an Equal Opportunities Employer. The College is committed to equal employment opportunities and promoting diversity, seeing this as a fundamental responsibility both as an employer but also as educators. We base all our employment decisions on merit, the requirements of the role and the promotion of our aims as an organisation.

Note: This job description is intended to provide a general overview of the role and is not an exhaustive list of duties. The responsibilities may be subject to change based on the needs of the college.