

Oxford International College Brighton Examinations Officer with Data Management Responsibilities

The College

Oxford International College (OIC) Brighton opened in August 2023. Part of the Nord Anglia Education Group, OIC Brighton is situated in the historical Ovingdean Hall campus and offers GCSEs and A Levels to students from around the world with both day and boarding provision. The College's curriculum is based on the proven success of Oxford International College's three-pillared curriculum model which has led to outstanding academic outcomes. This is based on a programme of regular assessment and targeted individual support, preparing students for the most competitive courses at the world's best universities.

The Role

The Examinations Officer is a key member of our support and academic teams, overseeing the smooth running and administration of all internal and public examinations and assessments, including the weekly internal exams. The successful candidate will support teaching staff in preparing, administering and monitoring all examinations and assessments, as well as liaising with staff, students, parents and examination boards. The Examinations Officer will be responsible for ensuring that the College is up to date with all examination requirements, entries, results and communications, ensuring that the College adheres to all Awarding Bodies' regulations.

The Examinations Officer will be part of the OIC Brighton data management team, with responsibility for effective management of academic data and data integrity.

Main Responsibilities

- Ensuring that external examinations are run efficiently and in accordance with regulations so as to enable all students to succeed, as well as internal mock examination sessions.
- Support the Coordination and the running of internal examinations (Pre-Public)
- Produce student timetables for both internal and external examinations.
- Ensure all data is kept up to date for all current and legacy examinations on our Management Information System (ISAMS).
- Arranging external examinations for non-curriculum subjects
- Overseeing the checking and distribution of results and certificates.
- Liaising with Heads of Department to ensure that entries are submitted in advance of deadlines.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.

- Publication of centre timetables to include dates, times, venues, invigilation, and the number of candidates. Resolving examination clashes through alternative arrangements.
- Collecting and despatching worked scripts in accordance with the regulations.
- Collecting and despatching coursework and predicted grades in accordance with the regulations.
- Processing enquiries about results and requests for return of scripts.
- Ongoing review of all internal policies relating to assessment and examinations
- Work with the SENCO to ensure that access arrangements are provided as needed for candidates.
- Acquire and maintain up-to-date knowledge of the external assessment requirements of Examination Boards and JCQ.
- Ensure that all assessment activity both internally and externally adheres to all relevant regulations.
- Responsible for coordinating SCITs weekly, mocks
- Oversee CEM (ALIS , YELLIS etc)
- Build and oversee invigilator team
- Provide support on data management and integrity
- Provide support on school administration
- Work with the facilities team to ensure spaces are set up appropriately for examinations
- Line manage external invigilator team
- Manage the exams office budget
- Support teaching staff and the Head of Teaching and Learning in monitoring and recording examination results and related data.

Experience

- Bachelor's degree or higher.
- Examination Board training
- Experience with working with Examination Boards
- Good working knowledge of GCSE/IGCSE qualifications
- Good working knowledge of A-Level qualifications
- Ability to work in partnership with teachers, students and parents
- Excellent oral and written communication skills
- Excellent data management skills
- High level of IT literacy with experience of using ISAMS system
- Knowledge of data protection an advantage

Attributes

- A flexible and 'can do' attitude
- High levels of personal integrity
- Passionate about education and young people
- Evidence of commitment to professional development

- Understand the complex and demanding environment of an international college community

Role: Full-time, Permanent

Salary: Competitive

Other benefits:

- Cycle to work scheme
- Free lunches during term time
- Enhanced maternity and paternity pay
- Eyecare vouchers
- Salary sacrifice pension scheme
- Employee assistance programme

Start date: 5th January 2026