

## Job Description

|                        |  |
|------------------------|--|
| <b>Post:</b>           | Student Recruitment Advisor            |
| <b>Salary Grade:</b>   | Band 7                                 |
| <b>Responsible to:</b> | Head of Schools Liaison and Admissions |

### Key Purpose

To support with the recruitment of students for all income lines to agreed targets.

### Duties & Responsibilities

|          |   |
|----------|---|
| <b>A</b> | To develop and maintain strong working relationships with key/senior staff within high schools and community.   |
| <b>B</b> | To represent the college at a range of external events at schools and associated venues.  |
| <b>C</b> | To arrange, plan and deliver presentations to schools, community and College events.  |
| <b>D</b> | To actively support a range of college based promotional events.  |
| <b>E</b> | To support in the planning of events with external agencies such as Career Connect, Business Enterprise Partnerships etc.   |
| <b>F</b> | To interview students for college places, course subject recommendations, careers guidance and learning support.  |
| <b>G</b> | To support interview events both in schools and in college. Timetable interviews and relevant paperwork.  |
| <b>H</b> | To maintain the team diary to ensure maximum efficiency of staff for all school, community and college based activities. Take ownership and manage key schools.   |
| <b>I</b> | To update and monitor databases of all school and external contact details.   |
| <b>J</b> | To send reports to schools and key contacts in the community. To assist and support the admissions processes. Monitor course application numbers, liaising with the Deputy Head of School Liaison and Admissions to push course features as required. |



|          |   |
|----------|---|
| <b>K</b> | To send reports to schools and key contacts in the community. To assist and support the admissions processes. Monitor course application numbers, liaising with the Deputy Head of School Liaison and Admissions to push course features as required. |
| <b>L</b> | To carry out any other duties commensurate to the post as required.   |

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign the job description:**

**Date:**

**Name of the post holder:**



## Person Specification

| Essential                       |          |  | Desirable                        |          |   |
|---------------------------------|----------|--|----------------------------------|----------|---|
| <b>Qualification</b>            | <b>1</b> | Level 3 qualification in an appropriate discipline, e.g Advice and Guidance, Marketing, Customer Service | <b>Application / Certificate</b> | <b>A</b> | Degree or equivalent qualification in an appropriate discipline |
|                                 | <b>2</b> | Literacy, Numeracy & IT Level 2  | <b>Application / Certificate</b> | <b>B</b> | <b>Application / Certificate</b>                                |
| <b>Professional Development</b> | <b>3</b> | Evidence of ongoing Professional Development   | <b>Application / Interview</b>   |          |   |
| <b>Experience</b>               | <b>4</b> | Providing advice / support to young people   | <b>Application / Interview</b>   | <b>C</b> | Working within a Schools Liaison and Admissions roles           |
|                                 | <b>5</b> | Undertaking Customer Service role  | <b>Application / Interview</b>   | <b>D</b> | <b>Application / Interview</b>                                  |
|                                 | <b>6</b> | Organising events  | <b>Application / Interview</b>   |          |   |
| <b>Knowledge</b>                | <b>7</b> | Post – 16 Curriculum   | <b>Application / Interview</b>   | <b>E</b> | <b>Application / Interview</b>                                  |
|                                 | <b>8</b> | Student Welfare / Financial Support programmes   | <b>Application / Interview</b>   |          |   |
| <b>Skills / Qualities</b>       | <b>9</b> | Excellent verbal presentation skills   | <b>Application / Interview</b>   | <b>F</b> | <b>Application / Interview</b>                                  |



|  |           |  |                                |          |  |                                |
|--|-----------|--|--------------------------------|----------|--|--------------------------------|
|  | <b>10</b> | Ability to relate to young people                                      | <b>Application / Interview</b> | <b>G</b> |  | <b>Application / Interview</b> |
|  | <b>11</b> | Excellent interpersonal and organisational skills                      | <b>Application / Interview</b> | <b>H</b> |  | <b>Application / Interview</b> |
|  | <b>12</b> | Good negotiating skills  | <b>Application / Interview</b> |          |  |                                |
|  | <b>13</b> | Ability to work on own initiative                                      | <b>Application / Interview</b> |          |  |                                |
|  | <b>14</b> | Able to keep calm in difficult situations                              | <b>Application / Interview</b> |          |  |                                |
|  | <b>15</b> | High level communication skills – oral, written and IT                 | <b>Application / Interview</b> |          |  |                                |
|  | <b>16</b> | Ability to build good relationships with students, staff and suppliers | <b>Application / Interview</b> |          |  |                                |
|  | <b>17</b> | Able to work effectively and efficiently                               | <b>Application / Interview</b> |          |  |                                |
|  | <b>18</b> | Flexible approach to work  | <b>Application / Interview</b> |          |  |                                |



|              |           |   |                                |  |  |
|--------------|-----------|---|--------------------------------|--|--|
| <b>Other</b> | <b>19</b> | Must hold a valid driving licence   | <b>Application/Appointment</b> |  |  |
|              | <b>20</b> | Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults | <b>Application / Interview</b> |  |  |
|              | <b>21</b> | Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion                     | <b>Application / Interview</b> |  |  |
|              | <b>22</b> | DBS Check acceptable to the college will be undertaken for successful applicant                           | <b>Application / Interview</b> |  |  |
|              |           |   |                                |  |  |

