

Job Description

Post:	Student Recruitment Advisor
Salary Grade:	Band 7
Responsible to:	Head of Schools Liaison and Admissions

Key Purpose

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

Duties & Responsibilities

A	To develop and maintain strong working relationships with key/senior staff within high schools and community.
B	To represent the college at a range of external events at schools and associated venues.
C	To arrange, plan and deliver presentations to schools, community and College events.
D	To actively support a range of college based promotional events.
E	To support in the planning of events with external agencies such as Career Connect, Business Enterprise Partnerships etc.
F	To interview students for college places, course subject recommendations, careers guidance and learning support.
G	To support interview events both in schools and in college. Timetable interviews and relevant paperwork.
H	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.
I	To update and monitor databases of all school and external contact details.
J	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.
K	To facilitate the transition of prospective college students. Work closely with the Apprenticeship Team to support dual applicants.
L	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.

Person Specification

	Essential			Desirable	
Qualification	1	Level 3 qualification in an appropriate discipline, e.g Advice and Guidance, Marketing, Customer Service	Application / Certificate	A	Degree or equivalent qualification in an appropriate discipline
	2	Literacy, Numeracy & IT Level 2	Application / Certificate		Application / Certificate
Professional Development	3	Evidence of ongoing professional development	Application		
Experience	4	Providing advice / support to Young people	Application/ Interview	B	Working within a Schools Liaison and Admissions roles
	5	Undertaking Customer Service role	Application/ Interview		Application/ Interview
	6	Organising events	Application/ Interview		
Knowledge	7	Post – 16 Curriculum	Application/ Interview		Application/ Interview
	8	Student Welfare / Financial Support programmes	Application/ Interview		



Skills/ Qualities	9	Excellent verbal presentation skills	Application/ Interview		
	10	Ability to relate to young people	Application/ Interview		
	11	Excellent interpersonal and organisational skills	Application/ Interview		
	12	Good negotiating skills	Application/ Interview		
	13	Ability to work on own initiative	Application/ Interview		
	14	Able to keep calm in difficult situations	Application/ Interview		
	15	High level communication skills – oral, written and IT	Application/ Interview		
	16	Ability to build good relationships with students, staff and suppliers	Application/ Interview		
	17	Able to work effectively and efficiently	Application/ Interview		
	18	Flexible approach to work	Application/ Interview		
Other	19	Must hold a valid driving licence	Application/ Appointment		
	20	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application/ Interview		
	21	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application/ Interview		
	22	DBS Check acceptable to the college will be undertaken for successful applicant	Application/ Appointment		