



ST JOSEPH'S COLLEGE



Appointment of an
Student Recruitment Administrator

Part Time

The Background

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a once-in-a-lifetime experience. We provide a stable foundation for students and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students. An energetic forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years.



Mission

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

Vision

Continue to grow our nurturing environment in which students are inspired to reach their full potential.

College Values

Aspiration, Respect & Confidence



The Opportunity

The Student Recruitment Administrator will support the Recruitment Team in delivering the recruitment process for entry into St Joseph's College, from Nursery through to Sixth Form. The successful candidate will be working as part of the Recruitment team, to maximise awareness of St Joseph's College and provide a personalised, warm and friendly recruitment process to prospective families. The main purpose of the role is to deliver an effective and efficient recruitment process, in order to support the work to achieve St Joseph's recruitment targets; to handle all aspects of the College's Administrative recruitment process with a view to maximising the number of enquiries, visits, registrations and joiners. It is also the responsibility of the Student Recruitment Administrator to help ensure that the admissions database is always up to date with the prerequisite information on prospective families.



The Person

Characteristics: The Student Recruitment Administrator will be an excellent team player with exemplary organisational skills, confident in communicating via email, telephone and face to face. Attention to detail and highly accurate writing skills are essential when liaising with parents. The successful candidate will be a strong multi-tasker, with an interest working with prospective families from first engagement through the admissions process culminating in welcoming new families to St Jo's. Experience in working in an office environment with skills in Microsoft and Google applications is essential. The successful candidate will be able to manage multiple diaries and will work closely with the Recruitment and administrative team, covering College Reception when necessary. Experience with a school database system ISAMS would be an advantage. Candidates should be accustomed to achieving consistently high standards in the workplace, adhering to and exceeding mandatory industry regulations and delivering best practice working methods at all times.



The Responsibilities

General:

- After The Recruitment Team have initially responded to enquiries, the Recruitment Administrator will follow up with email to confirm tour/event booked into or material they require and add information to the database.
- Invite prospective parents on the database to admissions events such as Open mornings, Information evenings and Snapshot mornings.
- Update prospective parents' admissions status on the College's database as families move from enquiry, to visit the College and then to registration and acceptance.
- Ensure all relevant data is being captured. Work with the Recruitment Team to provide regular reports to evaluate the data that we have captured.
- Book personal visits, when applicable, for families wishing to visit Open Days & Snapshot mornings.
- Confirm visit details in writing and ensure relevant and up to date information is available to front of house and academic / pastoral staff involved with the visits.
- Follow up visits, whether Open Days, personal or Taster events, in writing, thanking parents for coming and updating the database with new families.
- Report on leaving and joining students and seek references when required.
- Ensure that stakeholders and attendees are followed up, thanked or asked for feedback.



The Responsibilities

Administration/On boarding of students:

- Send out offer letters to parents once place has been accepted.
- Keep track of documents that are needed for onboarding purposes including documents needed to be UKVI compliant.
- Upload necessary documents onto ISAMs and School Portal.
- Keep track of marketing materials and number of prospectuses in the office at all times.



The Person

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none">• A-levels or Level 3 qualification. Proficiency in Maths & English	<ul style="list-style-type: none">• Bachelor's degree in Marketing, Business, Education, or a related field (or equivalent experience)
Experience	<ul style="list-style-type: none">• Experience of working in an office environment• Experience in best practice working	<ul style="list-style-type: none">• Experience of working within the education sector and recruitment practices• Experience of admissions in educational environment• Experience of information management systems or CRM
Communication Skills	<ul style="list-style-type: none">• High standard of spoken and written English, excellent telephone and face to face communication skills• Good levels of numeracy• Keen eye for detail and high level of accuracy, with a commitment to quality• Effective negotiation skills	<ul style="list-style-type: none">• Being a confident communicator in all personal interactions

The Person

	Essential	Desirable
Practical and intellectual skills	<ul style="list-style-type: none">• Proficient in MS Office, CRM systems, and other relevant software• Exceptional organisational skills and an ability to prioritise and manage multiple tasks simultaneously and meet deadlines• Strong adherence to industry guidelines and mandated procedures.	<ul style="list-style-type: none">• Understanding of GDPR requirements and processes• An appreciation of the principles and practices of independent schools' admissions processes.
Disposition and attitude	<ul style="list-style-type: none">• A positive and 'can-do' attitude• Keen attention to detail and a high level of accuracy• Able to multi-task and work well under pressure• Ability to work under pressure and meet deadlines• Building rapport and strong relationship management both internally within the College and externally• Must be able to work as a member of a team	

The Small Print

Hours per week: This is a part time, year-round role from 10.00am to 2.00pm Monday to Friday year-round contract. (working hours can be discussed to be flexible)

Annual leave: The post holder will be entitled to 23 days of pro-rated annual leave, of which three days are to be taken during the Christmas shutdown, plus bank holidays. Bank Holidays will also be pro-rated.

Pay Scale: £24,258 - £25,346per annum pro rata, depending on experience

Reports to: Head of Student Recruitment





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