



# ST JOSEPH'S COLLEGE



Appointment of an  
Student Recruitment Officer

Full 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

As The Student Recruitment Officer, you will be a key contributor to the College's further growth, helping to recruit more students and families to St Joseph's College. Your core focus will be to engage, convert and onboard prospective students across the school in day and boarding, while ensuring every family enjoys a personalised, warm, outstanding admissions journey. This role requires close collaboration with the Head of Student Recruitment, prospective families, academic staff, and various departments to implement effective recruitment strategies and establish St Joseph's College as the independent school of choice. This is a dynamic, fast-paced role ideally suited to someone with an excellent and positive sales mindset, exceptional communication skills, and a passion for education.

This role offers an exciting opportunity for the right person to play a central role in the College's renewed sales and recruitment focus, with an emphasis on converting an expanding pool of potential applicants. The Student Recruitment Officer should be eager to work in a fast-paced environment, recruiting students at St Joseph's College.

The successful candidate will have a proven sales track record, preferably within the education sector, be a fantastic communicator and possess the ability to create a personalised, exceptional journey for every prospective family—from the initial point of contact to enrolment and beyond.



## The Person

**Characteristics:** You will be a highly motivated, proactive individual with a positive, can-do attitude, thriving in a dynamic and enjoyable yet results-driven sales environment. With a genuine passion for education and, ideally, an understanding of the independent school sector, you will excel at building strong relationships and delivering outstanding customer service. As a quick thinker and effective communicator, you will bring enthusiasm and creativity to the role, ensuring that every interaction reflects the warmth, excellence and values of St Joseph's College.





## The Responsibilities

### Database Management:

- Maintain and update databases of prospective students and applicants.
- Track leads, applications, and enrolments in recruitment management systems, providing weekly updates on numbers to the Head of Student Recruitment.
- Generate reports and analyse data on recruitment activities and performance.

### Recruitment, Collaboration and Liaison:

- Work closely with the whole Student Recruitment Team to ensure a smooth and efficient application process from initial enquiry to enrolment.
- Have a thorough understand of the recruitment process from Nursery through to Sixth Form, day and boarding.
- Build and maintain positive relationships with external and feeder schools, including Nurseries and local baby groups/educational organisations to support recruitment efforts.
- Represent St Joseph's College at external and internal events, exhibitions, and fairs to promote the school.
- Act as an ambassador for the College, promoting its values, academic offerings, and student experience to prospective families.
- Contribute to the development of outreach strategies that increase visibility and drive applications.



## The Responsibilities

### Market Research:

- Stay informed regarding market trends, competitor strategies, and the ever-evolving needs of prospective families.
- Gather feedback from applicants and event attendees to continuously refine and improve recruitment strategies.

### Admissions Support:

- Weekly school tours to showcase the school's best attributes.
- Assist in reviewing student applications and ensuring timely responses to applicants.
- Willingness to attend events as needed, supporting the organisation and evaluation of events to drive improvement.
- Ensure database is updated with all relevant data regarding prospective students/families, logging any noteworthy information in order to facilitate targeted and personalised follow up.
- Oversee the school entrance examination process.



## The Person

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"><li>• A good standard of education with A-levels or Level 3 qualifications</li></ul>	<ul style="list-style-type: none"><li>• Bachelor's degree in Marketing, Business, Education, or a related field (or equivalent experience)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Proven experience in student recruitment, sales, or related roles</li><li>• Experienced in best practice working</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within the education sector and/or familiarity with a school environment or the independent sector</li></ul>
Communication Skills	<ul style="list-style-type: none"><li>• High standard of spoken and written English, excellent telephone and face to face communication skills</li><li>• Good levels of numeracy</li><li>• Keen eye for detail and high level of accuracy, with a commitment to quality</li><li>• Effective negotiation skills</li></ul>	<ul style="list-style-type: none"><li>• Experience of creating high quality marketing communications</li><li>• Being a confident communicator in all personal interactions</li></ul>



## The Person

	Essential	Desirable
Practical and intellectual skills	<ul style="list-style-type: none"><li>• Proficient in MS Office, CRM systems, and other relevant software</li><li>• Exceptional organisational skills and an ability to prioritise and manage multiple tasks simultaneously and meet deadlines</li><li>• Ability to work in a buzzing sales team environment is a must</li></ul>	<ul style="list-style-type: none"><li>• Understanding of GDPR requirements and processes</li><li>• Practical experience of working with websites</li><li>• Photographic skills</li></ul>
Disposition and attitude	<ul style="list-style-type: none"><li>• A positive and 'can-do' attitude</li><li>• Keen attention to detail and a high level of accuracy</li><li>• Able to multi-task and work well under pressure</li><li>• Ability to work under pressure and meet deadlines</li><li>• Building rapport and strong relationship management both internally within the College and externally</li><li>• Must be able to work as a member of a team</li></ul>	

## The Small Print

**Hours per week:** This is a full time, year-round role working 37.5 hours per week, 8.30am to 5.00pm Monday to Friday. There is also a requirement to work some evenings and weekends in order to attend events for prospective and current parents.

**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:** £30,003 to £32,801 per annum, depending on experience

**Reports to:** Head of Student Recruitment







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