



## JOB DESCRIPTION

<b>Job Title:</b>	Head of Recruitment	<b>Department:</b>	External Relations
<b>Hours of Work:</b>	Full time, all year round		
<b>Responsible To:</b>	Director of External Relations	<b>Responsible For:</b>	Admissions Assistant ('dotted line' management)

Reporting to the Director of External Relations and working closely with the Registrar, supported by the Admissions Assistant, the Head of Recruitment will represent Woldingham both in the UK and overseas with the key responsibility of promoting the school and recruiting new students.

As part of our redefined and dynamic Admissions Team, the ideal candidate, supported by the Head and Director of External Relations, will spend time in the UK and in our key international territories attending exhibitions and recruitment fairs, meeting prospective families, building trusted relationships with agents, interviewing prospective students and growing networks with our overseas alumnae and current parents.

The ideal candidate will have outstanding interpersonal skills and a proven ability to convert opportunities. You will have experience of working in independent UK boarding schools, a good understanding of the international boarding market, the global economic environment and be prepared to spend a significant amount of time overseas.

You will be self-motivated, proactive, and highly professional whilst operating as part of our admissions team and be able to engage and operate at a senior level amongst your peers within the recruitment circuit.

### Key Responsibilities

- Implement the school's recruitment strategy to achieve the agreed pupil roll targets.
- Identify and develop new recruitment opportunities for Woldingham in the UK and overseas.
- Build strong relationships with agents in our key international territories, work with them to identify new opportunities and ensure Woldingham is high on their priority list.
- Suggest strategies to improve Woldingham's reputation overseas and with agents.
- Organise bespoke recruitment and engagement events and activities in our key territories.
- Identify opportunities where the Head, Deputy Head Academic and/or Director of External Relations can accompany you on international recruitment and engagement trips throughout the year.
- Be responsible for building relationships with international families and onboarding new students.
- Be the key liaison with our international recruitment and visa advisor.
- Manage the international recruitment budget.
- Provide regular and comprehensive activity reports to the Director of External Relations.
- Log activity and updates on the central MIS system visible for all relevant members of staff.
- Attend school Open Days, assessment days and key UK recruitment fairs as part of the Admissions team.
- Be present at the beginning of the school year to welcome new boarders and their families.

- Prepare and implement the induction programme for overseas students together with the Director of Boarding.
- In partnership with the Deputy Head Academic and our agent partners, be proficient at identifying suitable students to interview whilst overseas and complete the necessary verification checks during this process.
- Meet KPIs and targets as agreed with the Head and Director of External Relations, providing regular reporting on the efficacy of markets and strategies.
- Present, manage data, produce reports and provide regular insights for inclusion in the overall recruitment strategy.
- Advise the admissions and marketing teams regarding effective recruitment marketing initiatives, messaging, and materials and be responsible for delivery of promotion of the school in the UK and overseas.
- Liaise with relevant members of Woldingham staff for the effective conversion of new students e.g., Head, Deputy Head Academic, Director of Boarding, HOYs & HODs.
- Be involved in the potential future development of an international summer school and help to define the opportunity for Woldingham and lead the recruitment for and delivery of this project.

## PERSON SPECIFICATION

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Bachelor’s degree, level 5 qualification in a relevant subject/field.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate/level 7 qualification in a relevant subject</li> </ul>
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Fluent and accurate written and spoken English.</li> <li>• Confident telephone manner.</li> <li>• Working knowledge of the Independent Education Sector, including boarding.</li> <li>• Excellent interpersonal skills, being personable and dynamic.</li> <li>• Proven track record of converting sales/driving revenue.</li> <li>• Excellent computer skills using MS Office with at least an intermediate level in Word and Excel, and experience of using database programmes.</li> <li>• Ability to undertake market research, interpret data and produce reports.</li> <li>• Analyse and problem solve.</li> <li>• Excellent communication skills, courteous, polite and have an understanding of customer care expectations for a demanding market.</li> <li>• Highly organised with good management skills, able to prioritise and manage workload.</li> <li>• Prior experience of working within a customer facing role.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of ISAMS.</li> <li>• Experience of working in a marketing, admissions or leadership role within the independent education sector.</li> </ul>

<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Ability to work independently, problem solve and use initiative.</li> <li>• Work collaboratively as part of a team and maintain harmonious relationships with work colleagues.</li> <li>• A positive 'can do' approach with a willingness to adapt.</li> <li>• A sense of humour.</li> <li>• A strong role model who is able to promote the School to others.</li> <li>• Strong attention to detail.</li> <li>• Flexible approach to working hours when required e.g., represent the school overseas at exhibitions, often in the evening and at weekends.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School Community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	

### Terms and Benefits

- **Start Date:** ASAP
- **Hours of Work:** Full time, all year round
- **Salary:** £48,450 to £52,021 dependant on skills and experience
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays (Pro rata).
- **Pension.** The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.