

	Head of Recruitment		External Relations
	Full time, all year round		
	Director of External Relations		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.

- 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

- 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.

<ul style="list-style-type: none"> • Bachelor's degree, level 5 qualification in a relevant subject/field. 	<ul style="list-style-type: none"> • Postgraduate/level 7 qualification in a relevant subject

- Fluent and accurate written and spoken English.
- Confident telephone manner.
- Working knowledge of the Independent Education Sector, including boarding.
- Excellent interpersonal skills, being personable and dynamic.
- Proven track record of converting sales/driving revenue.
- Excellent computer skills using MS Office with at least an intermediate level in Word and Excel, and experience of using database programmes.
- Ability to undertake market research, interpret data and produce reports.

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

- Committed