

International Recruitment Officer

37hours Mon – Fri Permanent

Salary: SSP14 £31,324pa Full time, All year round

We have an amazing opportunity for you!

Are you a strategic relationship-builder with a passion for international education and student success?

John Leggott College is seeking an ambitious and driven International Recruitment Officer to lead the growth of our international student community. This is a unique opportunity to shape the College's international recruitment strategy, build influential global partnerships, and play a pivotal role in attracting talented young people from around the world to study in the UK.

As the College continues to expand its international provision, we are looking for someone who can combine commercial awareness, excellent relationship management skills and a strong understanding of compliance to drive sustainable growth. You will take ownership of the international recruitment pipeline, working closely with agents, partners and prospective students from first enquiry through to enrolment, ensuring an outstanding applicant experience at every stage.

This is a highly visible and influential role that sits at the heart of our international strategy. You will represent the College across key overseas markets, develop and strengthen partnerships, identify new opportunities for growth, and contribute to the ongoing development of our international reputation. Working collaboratively with colleagues across admissions, marketing, finance and student support, you will ensure recruitment activity is both effective and aligned with the College's wider strategic ambitions.

Alongside recruitment and market development, you will be responsible for ensuring the highest standards of compliance within all pre-enrolment processes. You will lead on applicant credibility interviews, oversee CAS preparation and documentation, and ensure that all activity is fully aligned with UKVI requirements and sector expectations. Your attention to detail and commitment to best practice will help safeguard the integrity of our international provision while supporting students on their journey to study at John Leggott College.

We are looking for an individual who brings energy, professionalism and a genuine enthusiasm for working in an international environment. You may already have experience within international education, admissions, recruitment or partnership management and be ready to take the next step in your career. Equally important is your ability to build trusted relationships, communicate confidently with a wide range of stakeholders and deliver results in a dynamic and evolving sector.

If you are excited by the prospect of helping shape the future of international education at John Leggott College, we would love to hear from you.

Join us and help create life-changing opportunities for students across the globe.

Why join us?

We pride ourselves on offering more than just a place to work! At John Leggott College, you'll be part of a friendly, forward-thinking team that values your contribution and supports your professional growth. Make a meaningful difference in the lives of students from around the world, helping them succeed and feel at home.

For further information about our fantastic college, the role and application form please use the following link [Staff Vacancies | John Leggott Sixth Form College](#)

We will only shortlist candidates who have completed an application form and submitted the application to humanresources@leggott.ac.uk

The closing date for applications is **9am Monday 7th September 2026**

Interviews will be **TBC**

John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may be required.