

JOB DESCRIPTION



JOB TITLE: International Recruitment Officer

REPORTS TO: Assistant Principal

SALARY: SSP14 £31,324pa

WORK PATTERN: 37 hours - Full Time – Mon - Fri

CONTRACT: All year round

PURPOSE

To lead the international recruitment pipeline, agent partnerships, market development, and pre-enrolment compliance, ensuring sustainable growth in student numbers and full alignment with UKVI and Ofsted requirements.

KEY RESPONSIBILITIES

International Recruitment and Market Development

- Develop and deliver recruitment strategies across key international markets
- Identify, develop and manage agent and partner relationships
- Plan and deliver international recruitment activity, including visits and events
- Monitor recruitment performance against targets and improve conversion rates
- Participate in a rota to hold the international emergency phone. While on rota, act as first point of contact for urgent welfare and safeguarding concerns, undertaking initial triage and ensuring prompt escalation to safeguarding leads. Includes incidents involving students in Larchwood and St James

Agent and Partner Management (Full Ownership)

- Manage and grow a network of international recruitment partners
- Ensure all agents operate in line with College expectations and compliance standards
- Lead communication with partners, including briefings, updates and promotional activity, including but not limited to JLC Connect
- Evaluate partner performance and take action where required

Applicant Pipeline and Conversion

- Manage the applicant journey from enquiry through to enrolment
- Coordinate and conduct student interviews to assess suitability and credibility
- Work with admissions to ensure an efficient and effective application process
- Drive conversion from offer to enrolment

UKVI Compliance – Pre-Enrolment (Lead Responsibility)

- Hold responsibility for the compliance of all pre-enrolment processes with UKVI requirements
- Conduct and document genuine student interviews in line with UKVI expectations
- Ensure that all applicants meet visa requirements prior to offer and CAS issuance
- Prepare and input accurate CAS documentation and supporting evidence
- Ensure all agent and partner activity aligns with UKVI compliance expectations

- Maintain up to date knowledge of UKVI and Ofsted requirements relating to international recruitment, interviews and CAS processes, reporting any changes or implications to the SLT link



CAS Process Management

- Lead the preparation and submission of CAS information
- Ensure accuracy and completeness of all supporting documentation
- Work with the Student Experience and Compliance Officer to ensure appropriate checks and controls prior to CAS issuance
- Maintain clear audit trails for all CAS decisions

Marketing and Promotion

- Work with marketing teams to develop market specific campaigns
- Produce and contribute to promotional materials for international audiences
- Ensure consistent and compliant messaging across all external communications
- Promote the College brand internationally
- Lead the design and positioning of international student trips, visits and enrichment programmes to ensure alignment with target markets, agent expectations and recruitment strategy.
- Ensure that student experiences are effectively captured and translated into high quality marketing content, including, liaison with alumni to develop case studies, testimonials and digital assets, to support recruitment activity

International Projects and Growth

- Lead recruitment for summer schools and short-term programmes
- Identify new markets and opportunities for expansion
- Support strategic international partnerships

Data, Finance and Reporting

- Monitor recruitment data, trends and performance
- Support fee tracking and payment processes in collaboration with finance
- Provide reports to senior leaders on recruitment activity and outcomes

IN ADDITION TO THE ABOVE-MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- To undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal



Employee Signature ***Date.....***

Line Manager..... ***Date.....***

Person Specification



AF = Application Form Q = Qualification I = Interview Process

Relevant Experience	Desirable /Essential	Assessment Method
Excellent communication, literacy, and numeracy skills	E	AF I
IT literate, having good working knowledge of Google Suite packages with the ability to create spreadsheets and databases	E	AF
Have a high degree of organisational skills which are essential for student arrivals, student placements, arranging summer schools and maintaining links with the local community	E	AF I
The ability to monitor student attendance and tuition fees and take appropriate action when necessary	E	AF I
The ability to develop and support student enrichment activities	E	AF I
The ability to multi-task and meet tight deadlines as well as the ability to work in a busy environment	E	AF I
To be imaginative and resourceful in responding to situations	E	AF I
Be able to work as part of a team as well as be able to work independently with initiative	E	AF I
Flexible in approach to duties and be able to provide out of hours telephone cover and work additional hours for events such as parents evening	E	AF I
Must be able to travel across North Lincolnshire and Hull as required	E	AF I
Be aware of/have knowledge of OFSTED/Care Standards inspection process	D	AF I

Education and Training	Desirable /Essential	Assessment Method
Level 2 A* - C (or equivalent) in English and Maths	E	Q
Recognised teaching qualification (e.g. PGCE, Cert Ed)	D	Q
Honours degree, or equivalent	D	Q
Level 2 or 3 in safeguarding	D	Q
First Aid at work	D	Q
Ability to speak Mandarin/Cantonese	D	AF
Experience, Knowledge and Skills	Desirable /Essential	Assessment Method
Knowledge of UKVI Student Visa policies and working knowledge of SMS system used for issuing certificate of acceptance to study	D	AF I
Additional Factors	Desirable /Essential	Assessment Method
Commitment to equality and diversity initiatives, anti-discriminatory practice, CSE initiatives and the prevent agenda	E	AF I
Suitability to work with children and young adults	E	AF I