



Admissions Officer

Harrogate Ladies' College is a fantastic family of 3 independent schools for children aged 2 to 18 years.

In order to increase our pupil recruitment, we have decided to extend our Admissions function and are now looking for an additional Admissions Officer to join the team.

This brand new role will report to the Admissions Manager and work alongside our existing Admissions Officer to recruit pupils across our 3 schools locally, nationally and from around the world.

The ideal candidate is likely to be an experienced Admissions or Sales professional who likes working to targets; has plenty of energy and enjoys talking to people! Outstanding organisational skills will be needed to juggle lots of different enquiries, as well as meticulous attention to detail to ensure regulatory compliance.

The overall aim of the role is to meet the annual pupil recruitment targets for Harrogate Ladies' College, Highfield Prep School and Highfield Pre-School. As well as an attractive salary and many employee benefits including free lunches and subsidised school fees, this role also includes an annual bonus based on achievement of recruitment targets.

This is a full time, year round role and the successful applicant will have the opportunity to travel internationally to meet prospective families and overseas agents.

Main Areas of Responsibility

- To meet, or ideally exceed, the annual pupil recruitment targets for Highfield Pre-School, Highfield Prep School and Harrogate Ladies' College
- To work closely with prospective pupils and parents to understand their individual needs and effectively communicate how the school's ethos and values align to those needs
- To proactively build, maintain and strengthen relationships with the school's international agents to maximise the number of international enquiries generated
- To manage the end to end administration of individual applications
- To ensure the school's Admissions CRM system is kept up to date and accurate at all times
- To organise and manage individual visits to the school by prospective families and international agents
- To represent the school at recruitment events held at the school, as well as 3rd party events held across the UK and internationally
- To work closely with our specialist visa lawyers to oversee the Tier 4 visa application process for international students
- To contribute to the development and implementation of the UK and international Admissions and Marketing plan

- To undertake meticulous organisation of international recruitment trips

Key Skills and Experience

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

- Experience of working in a sales / targets driven environment
- Experience of working in a customer focused environment
- Excellent front of house skills
- Persuasive communication skills (telephone, face to face and written)
- Exceptional administration, time management and organisational skills
- Ability to work under own initiative
- An empathy for / understanding of the education sector
- Previous experience in a similar role would be an advantage

Driving license and own transport required.