

HEAD OF SCHOOLS LIAISON

Job Ref:	HOSLM24
Closing Date:	12 Noon, on Monday 10 th June 2024
Department:	Marketing, Schools Liaison and Admissions
Salary/Grade:	From £37,385 to £39,321 per annum (actual payable £26,840.51 to £28,230.46 pa) depending on experience
Contract:	Established
Hours of Work:	30 hours per week, term time only plus two weeks
Start Date:	August 2024
DBS:	An Enhanced Disclosure is required for this post.

HEAD OF SCHOOLS LIAISON

Reporting to: Marketing, Schools Liaison and Admissions Manager

Department: Marketing, Schools Liaison and Admissions

JOB DESCRIPTION

THE ROLE

The person appointed would be expected to:

- Make a positive, consistent, & effective contribution to the Marketing, Schools Liaison and Admissions department.
- To support the Marketing, School Liaison and Admissions manager to ensure our recruitment strategy within schools can be relevant and reactive to the skills need and Sixth Form market place.
- To make a significant contribution to our recruitment strategy through school lead intelligence.
- To be the consistent Carmel link to our feeder schools and to maintain a competitive presence at in school engagements.
- To be responsible for developing and managing school liaison relationships and the liaison diary.
- The Head of Schools Liaison will be expected on a number of occasions throughout the year to attend school events in the evenings. When attending evening events daily working patterns can be adjusted.

All staff must make a positive contribution to:

- The pursuit of excellence and the highest standards of quality in all aspects of college life;
- Their own professional development, in accordance with the needs of the College.
- The College Equality & Diversity Policy
- The Catholic ethos of the College

Responsibility, in conjunction with the Principal, for duties commensurate with the following:

- To be responsible for developing and delivering our liaison approach to schools with a view to recruiting students to our courses. Externally, this will involve working with schools to strengthen strategic relationships and to showcase our varied

curriculum offer. Internally, it will involve advising the content required for all liaison presentations, displays and merchandise designed by the marketing team.

- Reporting to the Marketing, School Liaison and Admissions Manager, you will contribute to the student recruitment targets through seeking opportunities to improve application conversion and identifying opportunities from school contacts.
 - To lead the organisation of college in house liaison events including Year 9 & 10, visits and Imagine Days.
 - To lead the liaison calendar and maintain a database of contacts. To effectively communicate with the relevant internal staff to ensure all calendar events have the necessary support.
 - Help facilitate the Admissions process by providing students and schools with essential application information and dealing with application enquiries to assist individuals in making appropriate choices. To interview students when required.
 - To support the Marketing, Schools Liaison and Admissions team with the development and promotion of Open Evenings, Applicant Taster Days. Enrolment and other events within the College.
 - To participate in the admissions working party, contributing on transport, application forms, bursary useability, enrolment, website useability for applicants etc.
 - To support the transition of all applicants to Carmel including working with the SENCO for students with EHCP/High needs.
 - To support/advise Curriculum staff on strategic opportunities within key schools and support them to develop and maintain liaison relationships.
 - Play a lead role in the delivery and development of the Carmel Ambassador in partnership with the Chaplain (Ethos) programme to facilitate support at Open Days, Taster Days, and other events.
 - To line manage the Curriculum Liaison Champion*.
 - To undertake any other duties as changing circumstances may require.
- *Additional responsibility.

Other

- To attend meetings in accordance with the colleges meeting schedule
- To assist at the colleges Open Evenings / Consultation Evenings
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

*Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Criminal Records Bureau. Please note candidates' suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

PERSON SPECIFICATION		HEAD OF SCHOOLS LIAISON	
	Essential	Desirable	How identified
Qualifications / Education and training	<ul style="list-style-type: none"> University degree and/or other relevant experience in an educational setting 	<ul style="list-style-type: none"> Information, Advice & Guidance (IAG) qualification (or willing to obtain) 	<ul style="list-style-type: none"> Application form CV References
Experience/Knowledge	<ul style="list-style-type: none"> Experience of working within the education sector Experience of making and delivering both informal and formal presentations. Knowledge of the programmes of study available in the post-16 sector or a willingness to learn Knowledge of ongoing developments and initiatives in post 16 education or a willingness to learn Experience of dealing with enquiries on the telephone, face-to-face and by email Experience of undertaking complex administrative tasks Evidence of effective planning ahead and prioritising workload to meet deadlines 	<ul style="list-style-type: none"> Experience of organising events in partnership with external organisations or individuals Knowledge of the education system pre-16 and ongoing changes to the curriculum 	<ul style="list-style-type: none"> Application form CV Interview References
Skills and Abilities	<ul style="list-style-type: none"> Confidence and ability to interact with students, parents and school staff A positive approach to working with staff and students. IT Skills (e.g., PowerPoint, MS Office) Strong organisational skills and the ability to meet deadlines and manage workload Ability to build and maintain positive working relationships with internal and external partners. A commitment to the Mission of the College. A commitment to continuing professional development. 		<ul style="list-style-type: none"> Application form CV Interview References

Personal Qualities	<ul style="list-style-type: none">• A dynamic and innovative approach• Good organisational skills and the ability to meet deadlines, prioritise effectively and independently• The ability to build and maintain good relationships with a range of people both internal and external to the college• A flexible and adaptable approach to your work and to the team• A commitment to continuing professional development		<ul style="list-style-type: none">• Interview References
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