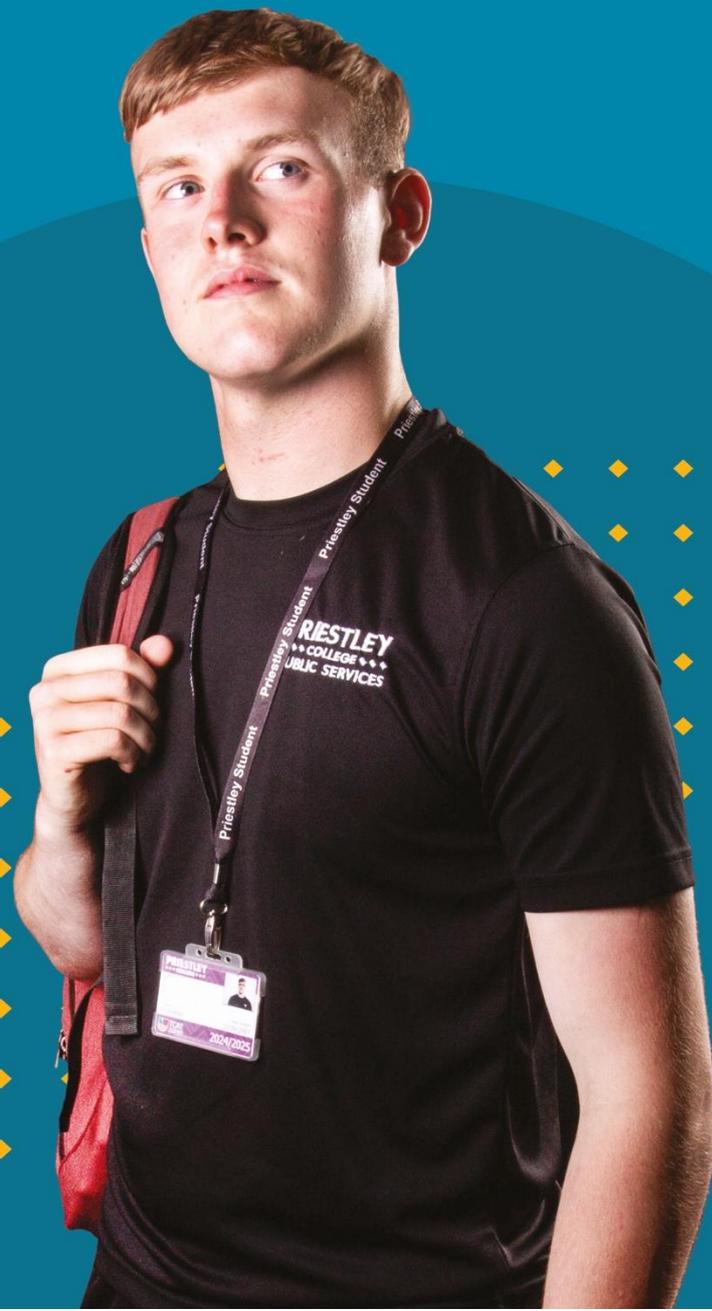


# School Partnerships & Engagement Officer

## APPLICATION PACK



Proud to be part of

**TCAT**



# JOB DETAILS

## HOW TO APPLY



<b>Start Date</b>	As soon as possible, subject to successful pre-employment checks including a DBS check or a check against the DBS Update Service if registered.
<b>Working Arrangements</b>	Permanent. full time (37 hours per week). 43 weeks per year (including professional development days). Monday to Thursday 8.30am to 16.30pm, Friday 8.30am to 16.00pm. Work flexibly, including evenings and weekends (parents' evenings, interview evenings, open events, transition days) with time off in lieu.
<b>Salary</b>	Point 10 to Point 12 on the NJC Support Staff Pay Scale. (£27,733 to £29,544 FTE) Actual salary £25,399 to £28,140.
<b>Pension Scheme</b>	Local Government Pension Scheme
<b>Contractual Terms</b>	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
<b>Application Deadline</b>	Midday on 12th March 2026
<b>Interviews</b>	W/C 16th March 2026

### How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

# JOB DESCRIPTION



**Job Title:** School Partnerships & Engagement Officer

**Responsible to:** Head of Marketing & Communications

## **Job Description and Purpose:**

The School Partnerships & Engagement Officer builds strategic relationships with feeder schools to increase applications and optimise conversion rates. The post holder develops data-driven recruitment plans, delivers transition programmes, and coordinates engagement events & activities to promote Priestley as the first choice sixth form College for students in Warrington and surrounding areas.

Working closely with curriculum managers within college and across TCAT, our multi academy trust (The Challenge Academy Trust), and Warrington feeder schools, as well as with marketing and admissions, careers guidance, and teaching and pastoral support teams.

## **Job Duties and Responsibilities:**

- Build and maintain strong relationships with feeder schools, Careers Advisers, Heads of Year, and Subject Staff across Cheshire and Warrington.
- Develop school-specific recruitment plans using data and intelligence, including data sharing agreements with partner schools to achieve targets.
- Represent the College at feeder school events, including careers fairs, parents' evenings, GCSE options events, and TCAT transition hub meetings.
- Coordinate school visits, assemblies, presentations, college tours and taster activities to prospective students.
- Promote the College's distinctive course pathways, study programmes, progression routes and student destination success stories.
- Work with the Head of Marketing & Communications and TCAT's Stakeholder Engagement Officer to develop effective post-16 transition strategies across trust schools.

### **Transition Programme Delivery**

- Plan and deliver a comprehensive post-16 transition programme, including our main transition days, and also support the Inclusion Manager to plan timely SEND transition events.
- Develop and maintain transition resources on the college website, and create welcome packs, newsletters, and communications.
- Support students and families through post-16 transition, addressing challenges around independent study and Level 3 expectations through hybrid on-campus and online experiences.

### **Data Management & Reporting**

- Receive, process and track transition data from feeder schools, monitoring conversion metrics (applications, offers, acceptances, enrolments) by school, region and subject.
- Track participation and conversion rates from engagement activities to measure impact, identify trends, and inform future strategies.



## **Job Duties and Responsibilities:**

- Provide regular reports to the Head of Marketing and Communications on liaison effectiveness, conversion rates, recruitment performance, and reasons for students choosing alternative providers.

### **Internal Collaboration & Conversion**

- Act as the primary link between feeder schools and college subject staff/faculties, forging strong relationships and coordinating subject-specific activities, taster events, and communications that meet both school needs and college recruitment targets.
- Collaborate with Marketing & Design, Admissions, and Careers Guidance teams to develop targeted promotional materials, optimise the applicant journey, ensure consistent messaging, and implement conversion strategies.
- Develop and deliver targeted parent communications and engagement activities to support student decision-making and conversion.
- Coordinate with the Inclusion Manager and pastoral teams to support vulnerable students throughout the applicant journey.
- Undertake market research at each applicant journey stage to inform conversion improvements.

### **Other Specific Duties**

- Support the College's Safeguarding Policy, inclusive and aspirational mission, ethos and policies, and play an active role in the College community.
- Continue personal professional development as agreed and comply with the College's Health and Safety policy, undertaking risk assessments as appropriate.
- Work flexibly, including evenings and weekends (parents' evenings, interview evenings, open events, transition days) with time off in lieu.
- Undertake any other duty commensurate with the role as specified by the Head of Marketing & Communications or SLT.

# PERSON SPECIFICATION

## School Partnership & Engagement Officer



Key: A = Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
<b>Relevant Experience:</b>			
1. Experience working with young people, ideally in education, youth work, or careers guidance		✓	A
2. Experience in education, marketing, admissions, or IAG environments		✓	A
3. Experience in building relationships with external partners and stakeholders	✓		A
4. Experience of delivering presentations to varied audiences (e.g. students, parents, teachers)	✓		
5. Experience of working with data and using insights to inform strategy	✓		
6. Track record of achieving conversion targets		✓	
7. Knowledge of the local post-16 education landscape and feeder school networks		✓	
8. Understanding of the work of Cheshire & Warrington's Careers Hub, Cheshire & Warrington Pledge, and The Careers & Enterprise Company		✓	
<b>Education and Training:</b>			
9. GCSE Math and English minimum grade C/4 or equivalent	✓		A
10. Educated to degree level		✓	A
11. Level 3 Information, Advice & Guidance qualification (or willingness to work towards)		✓	A
<b>Knowledge and Abilities:</b>			
12. Excellent interpersonal and communication skills with the ability to build relationships across multiple teams and external partners	✓		A, I
13. Confident public speaking and presentation skills to varied audiences	✓		A, I
14. Strong organisational abilities and project management skills	✓		A, I
15. Data literacy - ability to work with, analyse and interpret recruitment data to inform strategy	✓		A, I
16. Understanding of student recruitment and conversion principles	✓		A, I
17. Understanding of the post-16 education landscape and Level 3 pathways		✓	A, I
18. Very good IT skills (particularly MS Office)	✓		A, I
19. Ability to work independently and as part of a team	✓		A, I
<b>Personal Qualities:</b>			
20. Enthusiastic, self-motivated and proactive	✓		I, R
21. Positive attitude with a solution focused approach and a flexible approach to work.	✓		I, R
22. Reliable and efficient with a professional and diplomatic manner.	✓		I, R
23. Willing to take responsibility and show initiative.	✓		I, R
24. A commitment to excellence	✓		I, R

<b>Safeguarding:</b>			
25. Suitable to work with children and young adults and/or vulnerable adults	✓		<b>DBS Certificate</b>
26. Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		
27. Commitment to safeguarding young people	✓		

# ADDITIONAL INFORMATION



## Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website [www.priestley.ac.uk](http://www.priestley.ac.uk)

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about) and for information relating to the DBS Update Service visit [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

## Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

## Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

## Evidence of Identity

At interview, applicants will be required to produce the following:

### Evidence of identity

Current, valid passport

*and / or*

Current, valid driving licence

*and / or*

birth certificate (issued at time of birth, full or short form)

### Confirmation of address

Bank / building society statement

or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

## References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

## Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).

# ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



# OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH
- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



## CAMPUS FACILITIES

### Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

### Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

### Viola Beach Café & Crescent Café

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Change Please Coffee as well as seating for groups.

The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

### Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.



# OUR STAFF



## ADAM BIRD

'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

## LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty Humanities & Social Science

## JOSH CAMPFER

'Priestley puts the students first, we try to make sure that we push them to achieve and realise what they are capable of, while making sure they are fully supported.'

Teacher of Computer Games

## RACHEL EDGINGTON

'Our college offers a unique blend of compassionate rigor, where you'll be challenged by your expert teachers to reach your full potential within a supportive environment. Being part of their journey as they discover their potential and push their boundaries is why I'm passionate about teaching dance at this level.'

Head of Priestley School of Performance

# OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



## Health Assured

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



## Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



## Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



## Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



## Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



## Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

# TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



## Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



## TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



## Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



## Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



## Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



## Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



## Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



## Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



## Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



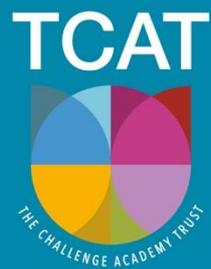
## Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



## Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



**PRIESTLEY**  
◆◆◆ COLLEGE ◆◆◆  
WARRINGTON

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