

JOB DESCRIPTION

Job Title:	Student Recruitment Manager (full time, 52 weeks per year)
Responsible To:	Head of Student Experience & Corporate Communications
Responsible For:	Student Recruitment Administrator
Job Purpose:	The purpose of this role would be to act as a Deputy Head to the Head of Student Experience & Corporate Communications, focusing on the student on-boarding journey, customer service and oversight of the Learner Support Fund.

A. SPECIFIC RESPONSIBILITIES

1. Deputy Head of Student Experience Team

Support the Head of Marketing, PR and Student Recruitment to fulfil their strategic aims by undertaking management of student recruitment, including supporting college marketing activities, the Learner Support Fund and the front of house operations.

2. Student Recruitment

To plan, co-ordinate and implement the student recruitment and interview processes in line with college policies and procedures. This will include:

- Ensuring there is consistency in the College's selection procedures and offers to students.
- Ensuring the timely and accurate updating of information for each stage of the student recruitment cycle.
- Liaison with the careers team to provide students with information, advice and guidance relevant to their college application and future career choices.
- Managing the first day of term for new students and the return to college for existing students.
- To Line Manage the Student Recruitment Administrator to ensure that excellent customer service is delivered to applicants and their families through implementation of agreed processes and procedures to a high standard.

3. Learner Support Fund

To oversee the Learner Support Fund administration and ensure that barriers to learning are overcome by pro-actively marketing the fund. Ensure student records are maintained for audit purposes.

4. Event Management

To lead the organisation of college events including new student interviews, open evenings, Year 10 taster days, Year 11 transition days and new student enrolment.

5. Reporting and Recording

To maintain records, produce regular reports and provide relevant management information and data for inclusion in reports to the Senior Team and the Corporation.

6. Youth Social Action

Co-ordinate and manage Youth Social Action activities. These activities will be student-led and in collaboration with local and national community organisations and charities to ensure wide participation, impact and sustainability of activities. This will include:

- Using students' voice and actions in a meaningful way to bring a practical and positive difference to others and the environment, empowering them to take action and address local issues.
- Developing students' character, confidence and skills through social action that can support future employment.
- Completing administrative duties to support the efficient running of projects and robust monitoring and evaluation to ensure impact is understood and insight is captured.
- Developing students' character, confidence and skills through social action that can support future employment.

7. External Lettings

To be the first point of contact and administrator for lettings enquiries from external sources. This will involve liaising with colleagues across the college to provide support for any lettings.

B. LEADERSHIP & MANAGEMENT RESPONSIBILITIES

1. To provide leadership and line management for designated areas and other staff that fall within the remit of this role, ensuring the efficient and effective deployment of staff and physical resources and to promote a culture of high standard and excellence in the provision of services to students, staff and other stakeholders.
2. To ensure teams and individuals within the areas of responsibility receive a planned programme of training and development to equip them with the skills, knowledge and emotional intelligence to deliver excellence within their roles.
3. To provide direction, leadership, motivation and support to staff to meet and exceed the objectives and targets for each individual, the team, the department/faculty and the College.
4. To participate in human resource planning, recruitment, selection, training, development and the performance management of staff.
5. To ensure College systems operate effectively to meet statutory requirements in relation to the areas covered by this post and to ensure that the College receives up to date and accurate information on advice on all matters related to this role.
6. To develop, monitor and deliver operational plans through rigorous self-evaluation in accordance with the College's self-assessment procedures and to encourage continuous improvement through the sharing of good practice.
7. To be responsible for the implementation of College policies and procedures within the department/faculty, particularly the management of data protection, health and safety, safeguarding and equality of opportunity.
8. To act as budget holder with responsibility for maximising the efficient utilisation of resources.
9. To maintain effective administration systems and provide sufficient, accurate and timely information, reports and papers for SLT, the Corporation and its committees and to attend meetings, as required.
10. To work collaboratively with curriculum and support colleagues in managing all aspects of student progress, disciplinary procedures and general behaviour.
11. To participate in the implementation of the student management procedures including conducting investigations and the development of appropriate retention & behaviour management strategies.
12. To contribute towards the development of teaching, learning and new initiatives in the context of national reforms and the College's strategic objectives.
13. To support the College's designated safeguarding team and manage and/or respond to matters relating to safeguarding within the area of responsibility, making assessments, recording information and referring or escalating, where appropriate.
14. To work collaboratively with other Managers across the College to ensure the smooth and effective teamwork of all staff.
15. To work within the context of the College's strategic objectives and improvement plans and be responsible for action plans and to contribute to the College's continued success in a changing educational environment.
16. To initiate and implement development, encourage innovation and provide effective management of change.

C. GENERAL RESPONSIBILITIES OF ALL STAFF

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences, as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College both internally and externally, particularly within the local community.
5. Proactively assist in the management of students and visitors throughout the College.
6. Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
7. Liaise with other departments/faculties and members of staff, as appropriate.
8. Participate in College events, as required.
9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

PERSON SPECIFICATION:

The College regards the following as important criteria and will look for evidence that applicants meet as many as possible.

D. QUALIFICATIONS

1. Degree or equivalent level of education for the post.
2. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
3. Qualified by relevant experience.
4. Evidence of continuing professional development.

E. EXPERIENCE

1. Proven track record of delivering excellent customer service.
2. Proven track record of leading and developing a team.
3. Proven track record of providing high level administrative support at an executive level.
4. Complaint handling experience.
5. Marketing experience.
6. Event Management experience.
7. Experience of undertaking work of a discreet and confidential nature, together with the ability to use tact and discretion in sensitive situations.
8. Strong Excel skills and systems orientated individual.
9. Experience of writing and delivering clear and accurate reports and presentations to leaders, managers and staff.
10. Experience of successfully leading and managing staff.
11. Experience of training, developing, coaching, mentoring and the performance management of staff.
12. Experience of managing a budget.

13. Experience of working collaboratively and developing external relationships with stakeholders and agencies, Auditors, banks, suppliers and other external stakeholders.
14. Successful and significant experience in middle leadership in a sixth form college/FE school setting.
15. Experience of working with students in the 16-18 age range. Sixth Form College experience would be advantageous.
16. A demonstrable record of success in previous roles.

F. KNOWLEDGE & AWARENESS

1. Hold a first aid certificate or be willing to undertake a first aid qualification.
2. Clear understanding of safeguarding processes and procedures.
3. Understanding of issues relating to equality, diversity, health & safety and the safeguarding of young people.

G. SKILLS

1. Excellent project management and information gathering skills, in particular the ability to find, absorb and critically assess complex information.
2. Excellent numeracy and data handling skills, to be able to interpret and analyse data to identify strengths, weaknesses and priorities for continuous improvement.
3. Highly effective organisational skills, a methodical approach such that all work is undertaken in a thorough and accurate manner.
4. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues.
5. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
6. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
7. The ability to work under pressure and be flexible.
8. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
9. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
10. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.
11. Strategic thinker with a leadership style which encourages, motivates, inspires and develops staff and students to achieve greatness.
12. The ability to handle difficult situations with tact and diplomacy, take ownership to confront issues and make difficult decisions.
13. The ability to work collaboratively and constructively as a member of a team and to support colleagues, as required.
14. A proactive approach demonstrating an openness to change.

15. An ability to delegate effectively and support others in their development.
16. An ability to be flexible and take responsibility for several challenging tasks, while remaining calm. To effectively manage high workloads and competing priorities to ensure that tasks are seen through to completion within agreed timescales.
17. Excellent report writing and presentational skills and the ability to promote the College to both internal and external stakeholders.

H. PERSONAL QUALITIES

1. Clarity of vision and philosophy, centred on the individual student's value and potential.
2. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
3. High levels of emotional resilience, positivity and drive with the ability to give clear direction and influence others when needed.
4. Strong intellectual powers and the ability to be reflective.
5. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.
6. Passionate about teaching learning & assessment, quality improvement, and the wider Sixth Form College experience.
7. To work collaboratively and constructively as a member of a team and to support colleagues as required.
8. A proactive approach demonstrating an openness to change.
9. A commitment to the College's values and a shared responsibility which focuses on academic progress, achievement, student success and achieving greatness.
10. A commitment to provide an outstanding and inspirational service to staff and students, which includes developing them to their full potential.
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.
14. The suitability to work with children.

Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.

Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.

Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.

PAY & CONDITIONS

ANNUAL SALARY: Sixth Form Colleges' Support Staff Pay Spine point 28, £30,444 rising to point 31, £33,232 with annual increments based on service and performance related criteria.

HOURS: Working 37 hours per week Monday to Friday, full-time, all year round. Working between the hours of 8:00am and 4:00pm with a degree of flexibility required to support Admissions events outside of normal hours.

HOLIDAYS: 25 Days plus Bank Holidays
30 Days from 1st September after 5 complete holiday years
Holidays will need to be taken during term time wherever possible.

START DATE: As soon as possible

DISCLOSURE: The College will seek disclosure information from the Disclosure & Barring Service.

Closing date for all completed application forms: Monday 11th May 2026, at 8:00am

Interviews planned for week commencing: Monday 18th May 2026