

JOB DESCRIPTION

Post:	Student Recruitment & School Engagement Assistant
Responsible to:	Director of Student Experience
Salary:	£25,888 - £27,557 Per Annum Scale 5, Points 25 – 28 Full Time
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	<p>To build and further develop College to school relationships, undertaking multiple school visits and attending school events weekly as required.</p> <p>To deliver comprehensive, impartial pre-entry information, advice and guidance service to prospective applicants, students and apprentices.</p>
Specific Duties:	<p>To assist the Head of Marketing & Communications with event and engagement activities internally and externally as required.</p> <p>To assist and support the Marketing and Communications team in maintaining the reputation and high standard of the College with a focus on student recruitment.</p> <p>To assist the Admissions team with administration tasks, processing prospective student applications, interviews of applicants, advice days and recruitment activity. Completing appropriate paperwork and online admissions requirements, learning support identification and making offers for study programmes. Conducting College tours as and when required.</p> <p>Working with colleagues to ensure the College offer is kept up-to-date and represented accurately across resources in school and partner venues. To actively participate and present workshops at relevant College events such as school's liaison (inc. assemblies), taster days, open events, careers events and twilight interviews. This may include recruitment on the Isles of Scilly Careers event.</p> <p>To acquire extensive information and knowledge on different curriculum, qualifications, College support services, student finance to enable good quality advice and guidance.</p>

To engage regularly with teachers, pupils and stakeholders to promote the transformative values of an education at Truro and Penwith College.

Work with colleagues to successfully deliver on an event, school liaison and engagement calendar and liaise with external and internal stakeholders to ensure outreach and engagement activity is effective and maximised.

Be a College advocate and ensure focus is maintained on the College's Vision and Values.

Deliver talks and engagement sessions for individuals, classes and large groups e.g. Year 11 cohort of 300 pupils.

To assist in the success of College Open Events and largescale events such as the Royal Cornwall Show, Stithains Show and Boardmasters including set-up and attending the events and engaging positively and knowledgeably.

To lead on additional recruitment activity in schools e.g. mock interviews, leadership events, supporting parents evening events and Year 9 options events where College has a presence.

To support internal events e.g. Freshers Fair, Induction Week, Careers Fairs and Course Progression Activity

To process applications to the College and conduct interviews for applicants at peak times.

To develop the curation and production of recruitment and communication materials that positively promotes the College offer using digital means e.g. PowerPoint, videos, posters.

To ensure promotional literature and resources internally and externally are kept up-to-date and well-stocked.

To undertake general office administration tasks as required.

General

As a member of staff, the post-holder will be required to

Requirements:

further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

STUDENT RECRUITMENT & SCHOOL ENGAGEMENT ASSISTANT

In addition to being a driver and with access to a suitable vehicle, the person appointed will ideally have the following skills and experience:

Essential:

- A level 4 Diploma in Careers Guidance or equivalent or willingness to train
- Driven, confident and outgoing person who has a flair for speaking to people of different ages.
- Ability to present and promote College programmes to large groups of people at school assemblies, careers and open events.
- Excellent planning and organisational skills
- To be flexible in your approach to events and engagement, recognising that these do not fit into a 'normal' working week pattern.
- The ability to work positively with students of all ages.
- Excellent organisational skills
- Excellent inter-personal skills
- The ability to liaise successfully with colleagues in different curriculum areas and partner institutions.
- Excellent administrative experience
- Excellent IT skills including databases, libraries, and online work management solutions.
- Relevant marketing qualifications and/or experience.
- Motivated and enthusiastic as well as a cheerful and confident disposition
- A full UK driving licence and access to own transport

Desirable:

- Ability to deliver presentations.
- Ability to work independently and use own initiative.
- Ability to proactively source marketing and design opportunities
- Ability to work to a planned schedule which could include daytime, evening and occasional weekend work.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

