**Student Recruitment Coordinator**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential/Desirable | Method of Assessment |
| Qualification |  |  |
| A full Degree, or equivalent qualification, or significant work experience in a relevant area. | D | Application Form and Certificates |
| Level 3 Qualification Maths, GCSE (or Equivalent) in English Language at grade C/4 or above | E | Application Form and Certificates |
| Knowledge and Experience |  |  |
| Experience of working with young people and in a community setting | E | Application Form / Assessment Centre |
| An understanding of post-16 education and the options available to pupils after School | D | Application Form / Assessment Centre |
| Experience of supporting events (shows, trade fairs, information stands) | D | Application Form / Assessment Centre |
| Broad base of technical skills including: Microsoft Office and web based tools | E | Application Form / Assessment Centre |
| Experience of delivering presentations and information to groups of people | E | Application Form / Assessment Centre |
| Skills and Abilities |  |  |
| Excellent organisational skills; able to prioritise a large workload according to ever changing business needs | E | Assessment Centre |
| Must show creative flair, be approachable, confident and friendly | E | Assessment Centre |
| Ability to forward plan and manage time effectively | E | Assessment Centre |
| Ability to think creatively to identify opportunities and put these into action | D | Assessment Centre |

|  |  |  |
| --- | --- | --- |
| Other |  |  |
| A driving licence and own transport | E | Application Form |
| Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | Assessment Centre |
| Be committed to the College’s Equality and Diversity agenda | E | Assessment Centre |
| Willing to work flexibly, undertake evening work in Schools and be responsive to the changing external Marketing environment | E | Application Form  Assessment Centre |

Author: Chloe Williams

Date: December 2022