



# Appointment of Recruitment Officer

**St John's College**  
Grove Road South, Southsea, PO5 3QW

An independent, co-educational, day and boarding school for ages 2-18

## **Background Information:**

### **The School**

St John's College, Southsea is a busy independent day and boarding school for boys and girls. We take children into our Nursery from age 2, into our Junior School from age 4, and into our Senior School from age 11. The College also has its own thriving Sixth Form. At present there are c 500 pupils in the school as a whole, of whom 80 are boarders – the youngest of whom are in Year 5.

Academically, St John's College is a wide ability school, welcoming all children who will be able to benefit from the broad and balanced curriculum on offer. Our aim is to realise the full potential of each child, no matter what that may be. Our results are consistently excellent and we have recently topped the local value-added table for non-selective schools.

Of course, we do not believe that education should be limited to the academic curriculum. We also focus on identifying and nurturing other interests and talents, for instance in sports, the performing arts, technology and so on. The wide range of activities on offer is designed to enable and encourage children to experiment, to challenge themselves and sometimes even to surprise themselves.

St John's College is an inclusive school. True to the spirit and vision of our Founder, St John Baptist de la Salle, we welcome children from across a broad and diverse social range. We believe that this truly enriches the communal experience of all. Also many of our pupils come from overseas – and of course they bring to our community all the richness of their various cultural backgrounds.

Pastoral care is given very high priority at St John's College. Every child, day or boarding, is a highly valued individual member of a truly supportive community. Through our personal tutorial system, we aim to know our pupils very well and so are able to direct and assist them effectively in all aspects of their learning and personal development. Relationships throughout the school are mutually respectful and sustaining.

Though we are a closely knit community, we are also an outward-looking school, always aware of the need to equip our pupils to meet the challenges, present and future, of life beyond school. We are likewise always sensitive to our place within and duty towards the wider community. St John's College has a long tradition of service to its neighbours – local and further afield. We work hard to instil such a sense of duty in all our young people. We wish them to leave us prepared to be true citizens of the world.

St John's College is a Christian school in the Lasallian tradition. We seek, individually and in community, to live the truths of Christian faith in every aspect of school life. Gospel values are at the heart of everything we do, and we are always seeking to consolidate and develop this ethos. This does not mean, however, that we are narrow or exclusive in our attitudes. We welcome pupils and staff of any Christian denomination, those who adhere to other faiths, and those who have no formal religious affiliation. All are equally valued. All that we expect is that those who join us will share our core values and will actively support and help develop our ethos.

## **Academic Results in 2018**

At A Level the College achieved an overall pass rate of 95% (A\*-E) with 90% of students gaining entry to their preferred choice university.

Of the GCSE cohort of 83, 75% achieved five pass grades including English and Maths. Results were very pleasing with 12% of exam results in the 9/A\* position and 31% in 9-7/A\*A bracket comparable to previous years.

## **Senior School**

Academic standards at the school have been rising steadily and applications have been steady in the last few years. Pupils enter the school either from St John's Junior School or from other local Primary or Preparatory Schools.

Entry for Years 7–9 is by the school's own entrance assessment. The school has four form entry, accepting a wide range of academic ability.

Students accepted for entry at 16+ are required to have at least 5 GCSE passes at grade A to C or 9 to 4.

## **Junior School**

St John's Junior School occupies its own area within the school grounds and benefits from access to the Senior School amenities.

Entry is non-selective. It is not obligatory for pupils to transfer to the Senior School, but the majority of pupils do so.

## **Pastoral Care and Chaplaincy**

Pastoral care in the school is very strong. All staff are involved in tutoring and contribute to the general pastoral care offered to the pupils.

## **Boarding**

Boarding is a central part of St John's College's ethos and foundation. There are six boarding houses, two for girls and four for boys, accommodating boarding pupils from Year 5 to Year 13. Each house has its own house parent and an assistant. Day staff are encouraged to get involved in the boarding community in evenings and at weekends.

## **Information Communication Technology**

In recent times investment in IT provision has been an ongoing school priority. As a result the school benefits from a range of modern IT facilities including interactive TV's, four well equipped computer suites; all classrooms have their own computers with internet access.

There is a large staff workroom with excellent additional computer facilities.

## **Co-Curricular Activities**

We place a strong emphasis on co-curricular activities in both parts of the school. There is an expectation that our teachers support this in a proactive and positive way; non-teaching staff are also encouraged to participate wherever they can.

Our Music and Drama (both with good facilities) have developed well in recent years and the boys and girls choirs sing regularly in Cathedrals across the UK. Our sports provision is splendid - we have a Sports hall and forty acres of playing fields at Farlington and a small all-weather surface with lights on the College campus. We are very competitive in our major games (netball, rugby hockey, cricket and athletics).

### **Staffing**

In managing the school's staff the Head of College is supported by the Deputy Head and Head of Junior School and their Senior Management Teams. Heads of Year and Heads of Department also play key management roles. There are 65 academic staff across the whole College.

There are also over 70 Support staff in the school, some of them part-time, who report to the Bursar.

Staff are highly committed to their continuing professional development and attend INSET courses regularly. Academic and Boarding House Parents take part in an annual Staff Professional Review.

### **Professional Associations**

The Head of College is a member of the following:

- Boarding Schools Association (BSA)
- The Society of Heads
- ASCL

The Head of the Junior School is a member of the following:

- Incorporated Association of Preparatory Schools (IAPS)
- Boarding Schools Association (BSA)
- The Society of Heads

The Bursar is a member of the following:

- Independent Schools' Bursar's Association (ISBA)

The Governors are members of the AGBIS.

## **Recruitment Officer Job Profile**

**Responsible to:** Head of College

**Responsible for:** Developing and executing both UK and international pupil recruitment strategies to aid the College in achieving its recruitment targets for both day and boarding pupils.

**Details of the appointment:**

### **Overview of the Role**

The Recruitment Officer will be part of the Marketing and Admissions Team and will be expected to lead and drive the College's Pupil Recruitment Strategy. Working with, amongst others, the Head of College, the Bursar and the Head of the Junior School, the successful candidate will develop and implement activities and measures for effective recruitment.

The successful candidate should expect to travel extensively to fulfil the objectives of the role. This includes international travel to deliver recruitment of international pupils, work with international agents, and attending overseas trade fairs.

### **Overall Purpose of Role**

- To optimise day and boarding pupil recruitment;
- Working within the Marketing and Admissions Team, to conduct the recruitment activities of the College, promoting the College's brand, services and ethos, seeking to differentiate it from its competitors;
- To build and maintain effective relationships with recruitment agents;
- To assist in the promotion and raising of the profile of the College locally, nationally and internationally amongst all constituencies, including parents, prospective parents, feeder schools, international agents, businesses and the wider community in general;
- To attend overseas and UK recruitment events and fairs as directed by the Head of College.
- To process UKVI applications

## Person specification

The ideal candidate will be able to demonstrate the following criteria:

MAIN CRITERIA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrable understanding of principles of marketing, customer care and PR</li> <li>• Managing a budget</li> <li>• Work to targets and deadlines</li> <li>• IT literate – word processing, presentation, design/publisher software use of MIS systems, website management etc.</li> <li>• Knowledge of using local and social media</li> <li>• Event Organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an independent school or similar environment</li> <li>• Student recruitment</li> <li>• Working with agents or similar</li> <li>• “cold calling”</li> </ul>
<b>SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Able to work without supervision and with initiative and imagination</li> <li>• Innovative and solution focused</li> <li>• Excellent and professional communication skills (written and oral)</li> <li>• Efficient and organised administrator</li> <li>• Literate and numerate</li> <li>• Strong interpersonal skills; diplomatic</li> <li>• Build rapport with target group</li> <li>• Able to be flexible – even under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to look at issues from different perspectives</li> <li>• Presenting to groups</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Readiness to attend school events and get involved in the wider life of the College</li> <li>• Willing to travel (including overseas)</li> <li>• Commitment to promoting and safeguarding the welfare of children</li> <li>• Support the College’s Christian tradition and ethos</li> </ul>	<ul style="list-style-type: none"> <li>• An affinity and understanding of the independent school culture</li> </ul>

## **Details of the appointment**

1. This is a full-time, permanent position. This position is expected to start as soon as possible;
2. Normal working hours will be 37.5 hours per week, Monday-Friday working 8.30 am to 5.00 pm (with an hour unpaid lunch break). Lunch will be provided free of charge in the school dining hall during term time. There will be evening and weekend commitments, so flexibility will be required;
3. There will be an entitlement to 25 days holiday per year (5 of which must be taken over the Christmas/New Year break), in addition to all Bank Holidays;
4. The offer of the post is subject to a prohibition check and statutory clearance by the Disclosure and Barring Service;
5. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer. Although the post may be offered, the appointment cannot be confirmed until references are received;
6. A competitive remuneration package will be on offer;
7. A pension arrangement will be provided for the successful candidate; and
8. Healthcare can be provided after 1 years' service.
9. You are expected to read and understand the College's Safeguarding Policy, seek clarification of any areas of uncertainty and attend Safeguarding training when requested. You must at all times to follow the requirements of the Safeguarding Policy.

Applications should be by letter and application form to Mrs M Maguire, Head of College, St John's College, Grove Road South, Southsea PO5 3QW or by email to: [recruitment@stjohnscollege.co.uk](mailto:recruitment@stjohnscollege.co.uk). The letter should outline why you seek the position and what you can bring specifically to the College.

**The closing date for applications is Tuesday 23<sup>rd</sup> April 2019, 9am.**

**Interviews are expected to take place the week commencing Monday 29<sup>th</sup> April 2019.**

If you would like further clarification of this or any other aspect of the College's expectations before applying, please contact the School Office in the first instance.

For further general information on the College, please visit: [www.stjohnscollege.co.uk](http://www.stjohnscollege.co.uk)