

International Recruitment & Admissions Assistant

Location: Hampstead

Contract: Part time (0.6) 3 days per week

Reports to: Principal

Salary: £35,000 (pro rata £21,000) + bonus eligibility

Job Purpose

The International Recruitment & Admissions Assistant will play a key role in supporting and developing the colleges international student recruitment and admissions process.

This role involves efficiently processing applications, assisting families with inquiries and ensuring a smooth transition for admitted students into the college.

The role will also involve building and maintaining strong relationships with international recruitment agents, prospective students and families, while providing effective admissions support throughout the student application journey.

The successful candidate will be highly organised, proactive and personable, with excellent communication skills and a genuine commitment to delivering an outstanding experience for international applicants and partners.

We are looking for a dynamic individual with an excellent work ethic, a flexible approach and the ability to thrive in a fast-paced, evolving environment. The ideal candidate will be confident in building relationships, managing multiple priorities and identifying opportunities to enhance international recruitment and admissions processes. As a public-facing ambassador of the college, the candidate will demonstrate the highest professional standards at all times.

Main Responsibilities

International Recruitment and Agency Partnerships

- Support the development and implementation of international student recruitment activities.
- Build, develop and maintain strong, professional relationships with international recruitment agents, educational partners and other key stakeholders. Acting as a key point of contact, providing timely information, guidance and ongoing support.
- Collaborate with the marketing and recruitment teams to develop strategies for attracting prospective international students.

Admissions

- Provide comprehensive administrative support throughout the admissions process, from initial enquiry through to enrolment.
- Respond promptly and professionally to enquiries from prospective international students, recruitment agents and other stakeholders.
- Assist with the processing and tracking of international student applications using Salesforce CRM, ensuring documentation is complete and records are accurate.

- Liaise with admissions colleagues and relevant departments to support the timely assessment and progression of applications.
- Keep applicants and agents informed of application progress, admissions requirements, deadlines and next steps.
- Support prospective students with information regarding entry requirements, application procedures, course options and enrolment processes.
- Assist with pre-arrival communications, applicant engagement and international student induction activities.
- Maintain accurate and up-to-date applicant, agent and recruitment information on relevant databases and student management systems.

Admissions Events

- Assist in the planning and execution of admissions events, including open days, information sessions, graduation events and orientation of new families.
- Use Salesforce to manage event registration and attendance.
- Attend Dukes Education Admissions and Marketing Masterclasses and other recruitment events as needed.

Documentation and Reporting

- Maintain comprehensive documentation of admissions processes and procedures.
- Assist with the preparation of recruitment reports, performance updates, presentations and management information.
- Monitor application progress and recruitment activity, highlighting potential issues, delays and opportunities to relevant colleagues.

Person Specification

- Excellent work ethic, with a proactive, positive and professional approach to work.
- Excellent verbal and written communication skills, with the confidence to engage effectively with people from diverse cultural and professional backgrounds.
- A dynamic, personable and approachable manner, with strong relationship-building and interpersonal skills.
- Highly organised, with excellent attention to detail and the ability to manage multiple tasks, deadlines and competing priorities.
- A flexible and adaptable approach, with the willingness to respond positively to changing demands in a fast-paced environment.
- The ability to work independently, use initiative and take ownership of tasks while contributing effectively as part of a team.
- A customer-focused mindset and a commitment to providing an excellent experience for students, agents and stakeholders.
- Confident IT skills, including Microsoft Office applications, email and database management.
- A professional, diplomatic and culturally sensitive approach to working with international students and partners.
- A willingness to travel occasionally and work flexible hours to support international recruitment activities, where required.

Application and job description can be found on the College website and attached to the TES advert.

Closing date for applications: 9.00am Wednesday 28th October 2026

Interviews will be held asap thereafter.

Applications will be reviewed as they arrive. We reserve the right to close this advert early should a suitable applicant be found.

Hampstead Fine Arts College is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure and a check of their career history. This post is exempt from the Rehabilitations of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

The following policies should also be reviewed as part of this advert:

- Child protection and Safeguarding Policy
- Safer Recruitment Policy
- Application form