



Job title: Student Recruitment Assistant (degree apprentice)

Number of roles: 1

Location: 190 High Holborn, London, UK (with summer placements overseas)

Application closing date: Sunday 19th August 2018

Interview date: (tbc)

Overview

We are hiring for a Student Recruitment Assistant to join our External Relations team at Pearson College London. As a degree apprentice you'll be paid an annual salary, gain at least 3 years professional experience, study a BA (Hons) Business Management degree at Pearson Business School and have your tuition fees paid in full. This is a rare and exciting opportunity to get into the world of work, earn money and gain a degree!

About Pearson

At Pearson, we're committed to a world that's always learning and to our talented team who makes it all possible. From bringing lectures vividly to life to turning textbooks into laptop lessons, we are always re-examining the way people learn best, whether it's one child in our own backyard or an education community across the globe. We are bold thinkers and standout innovators who motivate each other to explore new frontiers in an environment that supports and inspires us to always be better. By pushing the boundaries of technology — and each other to surpass these boundaries — we create seeds of learning that become the catalyst for the world's innovations, personal and global, large and small.

About Pearson College London

Our mission is clear: to become the UK's leading university for in-depth industry engagement. Our academic schools are united by our mantra "designed, developed, delivered by industry" and we ensure our students graduate industry ready, as their career starts from day one. We're part of Pearson Plc, the world's largest education company. Pearson has over 30,000 staff worldwide and this role is based in their offices in London. Pearson is committed to a world that's always learning and to its talented team who makes it all possible.

About the team

This role sits within the External Relations Department at Pearson College London. The Student Recruitment team are responsible for developing innovative and exciting workshops and presentations for school groups and representing Pearson College London at UCAS exhibitions. We're a driven, creative, supportive and fun group of people.

We're data driven and put our customers at heart of our work. As a growing organisation, we work in a fast paced environment but one where we nurture talent, share ideas and work collaboratively. Company fit is important to us and we're looking for candidates that are imaginative, brave and keen to learn.

Pearson believe that learning opens up opportunities, creating fulfilling careers and better lives. Alongside your line manager at Pearson College London you will also have a company mentor and senior mentor within Pearson to help you develop.

About the role

Location and work / study pattern

The successful candidate will typically work at Pearson College London for four days of the week and study a BA (Hons) Business Management degree every Friday. Each summer, you will undertake an overseas placement where you will work in a different Pearson facility, albeit with the same work / study pattern. As a degree apprentice you'll be paid an annual salary and have your tuition fees paid in full. You will not be required to work on your study day and you will also have some additional time within working days to concentrate on your studies. The skills and knowledge you learn within the degree will be applicable to your role and you will be able to base some of your projects on your role.

As an important member of a small team in a dynamic, fast-paced environment, you will need to be highly flexible and agile, though tasks central to the role include the following:

Schools and Colleges Liaison

- Professional liaison with Schools and Colleges across the UK to maintain existing relationships and develop new ones, arranging visits to schools and colleges, and taking a leading role in the organisation and operation of recruitment events, such as careers/Higher Education fairs and UCAS conventions.
- Undertake regular evaluation of all recruitment activities, monitor and analyse their efficacy and effectiveness, and provide recommendations on improvements to the Student Recruitment Manager.

Presentation Development and Delivery

- Design, develop and deliver talks, presentations and workshops to post-16 students and school leavers to inform and educate them about their options. This work will be undertaken in the context of an explicit widening participation agenda.
- A detailed knowledge and understanding of the Pearson College London offer, regulatory environment in which we operate and the brand values which guide us will be essential in performing this work effectively, and will be developed in the role.
- Similarly, strong presentation skills (both oral and written), enabling effective communication to a variety of different audiences will be developed through performance of this role and will be essential to its effective discharge.

Events

- Provision of advice and support at Pearson College London events, including taster days, open days and Centre for Industry Engagement conferences.
- Logistical support at celebration events such as graduations.
- Detailed liaison and engagement with other stakeholders, such as the Admissions team, during peak periods such as confirmation and clearing to ensure the process works effectively and effectively.
- Any other duties consistent with both the grade and scope of the post as agreed with the Student Recruitment Manager

What you will gain from undertaking a Degree Apprenticeship with us

- Work in a world leading education company (Pearson Plc) and be part of an ambitious and growing higher education institution (Pearson College London)
- Develop events management skills and presentation skills by working on a range of projects
- Study an honours degree in Business Management at Pearson Business School and graduate with a degree which is validated by The University of Kent
- Have your tuition fees paid in full by Pearson and graduate with zero student debt
- Graduate with Chartered Manager status
- Be paid an annual salary of £19,890

Who are we looking for?

You'll have the following skills and qualities:

- Eligible to study in the UK
- Aged 18 and over at start of the programme;
- An interest in events, marketing, communications and/or customer service
- Excellent communication skills
- A willingness to learn new skills
- Good organisational skills and ability to work to deadlines
- A flexible approach
- IT Literacy
- Commitment to completing the degree apprenticeship. You must demonstrate the determination to balance the commitment required by this role alongside the study necessary to complete the degree over 3 years

You don't need to have any prior experience in student recruitment, although we do like to work with people who have a genuine interest in higher education.

Degree apprenticeships are a unique opportunity and we encourage applications from a wide range of backgrounds. Whether you've already got experience and would love the opportunity to work and study a degree, or if you're new to the working world but are keen to learn. If you have the right attitude and interests we'd love to hear from you.

More great things about working here....

We'll expect a lot and we know you'll do great work, so we give a lot back with some of the best benefits in the business. We know that one size doesn't fit all so our workplace programmes meet the different needs of our diverse teams, and their families too. There is a range of options, too many to list here, but when you join you can expect:

- A starting holiday of 25 days increasing to 30, with options to flex up or down
- An annual incentive plan
- Generous pension scheme - contributions are double matched by Pearson
- Stock purchase options
- Health plans, and an employee assistance programme for you and your family, to help balance work, family and personal life

Making an impact is easy at Pearson. Get involved in our I Made an impACT campaign by volunteering, giving and sharing, or sign up to an event in our Diversity & Inclusion calendar, and check out one of our many Wellbeing at Work initiatives. Just like learning, working here can provide discovery, challenge, inspiration and wonder. If we sound like a good match for you, or maybe for a friend, we'd love to receive an application.

Contact us

If you have any questions about these roles please contact info@pearsoncollegelondon.ac.uk or call 0203 441 1303