



RATCLIFFE
COLLEGE

Appointment of

INTERNATIONAL RELATIONS AND RECRUITMENT EXECUTIVE



**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Charitas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is far more than just a place of learning, we are a close-knit, family-oriented community dedicated to nurturing the whole person: mind, heart, body, and spirit, in the pursuit of all-round excellence. Our commitment to our Catholic Rosminian mission was recently affirmed by the Catholic Schools Inspectorate, which judged us to be an Outstanding Catholic school.

At Ratcliffe, we believe every child can, 'Begin Here, Go Anywhere.' Guided by a dedicated team of staff and in partnership with parents, we support each student in discovering and developing their unique, God-given talents, enabling them to thrive both academically and personally. We welcome new students primarily into Nursery, Years 3, 5, 7, 9, 10, and Sixth Form, though places occasionally become available in other year groups. For us, and for the families who choose us, what matters most is seeing happy, healthy children who love learning and feel confident in their surroundings. We know that when children feel secure and valued, they flourish. Rooted in our faith, united in the spirit of the Gospels and inspired by our founder, Blessed Antonio Rosmini, our Catholic Rosminian mission is the formation of young minds in a community grounded in love, kindness, and excellence.

Our motto, *Legis Plenitudo Charitas* - Love is the Fulfilment of the Law, shapes everything we do.

Boarding at Ratcliffe College

Located just outside of Leicester, the College benefits from excellent transport links to Birmingham International Airport and London St Pancras, making it highly accessible for both UK and international families.

Boarding has long been an integral part of the School's history and it is at the heart of life at Ratcliffe College. All students are encouraged to experience boarding during their time at Ratcliffe, whether as full, weekly, part-time, or occasional boarders, available for students from Year 6 through to Sixth Form. Our close-knit community of friends, staff, and teachers provides a nurturing and supportive environment in which young people thrive. Boarding at Ratcliffe offers a world of opportunities alongside academic study, with a full programme of evening and weekend activities, cultural excursions, and social events designed to foster friendships and broaden horizons. Within this nurturing and structured setting, students flourish academically, socially, and personally.

Home to 20+ nationalities, our boarders come from both the United Kingdom and across the globe, enriching the community with a diverse range of cultures and perspectives. This includes a cohort of GCSE students who are part of Ratcliffe's partnership with Leicester City Football Club Academy, combining their academic studies with professional sporting development.

The College also runs several short-term international boarding programmes throughout the year for overseas students wishing to experience life in a British boarding school, including 2 - 4 week Immersion experiences and an annual International Summer School, all delivered by Ratcliffe's own teaching staff. These programmes allow international students to experience life in a British boarding school and integrate fully into Ratcliffe's academic and social environment.

Ratcliffe College Boarding embodies the school's mission to educate the whole person, intellectually, spiritually, and emotionally, preparing young people for success in a global society.



ONE FAMILY,
ONE SCHOOL.

Rosmini Sixth Form Centre



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and
refreshments



Free parking on-site



TPS or Defined
Contributions Pension
Scheme



Professional Developmental
opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- Free health line for staff and their families



Sport and Leisure

- Free use of the on-site gym (at specified times)



THE ROLE

INTERNATIONAL RELATIONS AND RECRUITMENT EXECUTIVE

Department: Marketing and Admissions

Reports to: Head of Marketing and Admissions

Salary: Competitive salary, with performance-based pay incentives.

Closing date: Midnight, Sunday 16th November 2025

We are seeking a commercially driven, globally minded International Relations and Recruitment Executive to lead and support international student recruitment and revenue-generating partnerships with overseas markets. The successful candidate will be responsible for developing and managing relationships with overseas education consultants, agents, partner schools, and prospective families, building on the College's excellent international reputation.

The primary focus of this role is to increase international enrolment across the College's full boarding, Immersion, Half Term Stay (every October, February and May) and International Summer School programmes.

This post holder will be responsible for developing and executing international recruitment strategies that drive full boarding admissions and strengthen Ratcliffe College's brand overseas.

Regular overseas travel is required to represent the College at International education fairs, recruitment events, as well as hosting and delivering partnership meetings and presentations. This role also supports the onboarding experience for all international students, ensuring a smooth transition into the College boarding community.

This position combines international relations, business development, and sales, with a strong focus on achieving enrolment targets and expanding the College's presence in key global markets for British boarding education.

The College operates a busy academic calendar; therefore, this role demands energy, flexibility and a strong work ethic to meet recruitment goals throughout the year.

For an informal discussion regarding this position, please contact Mrs Camilla Bradley (Head of Marketing and Admissions) at cbradley@ratcliffecollege.com.

JOB DESCRIPTION

Key Responsibilities

International recruitment, hosting and College representation

- Plan and undertake international travel to represent the College at overseas student recruitment fairs, education expos, partner school visits and agent meetings
- Lead and host promotional events, workshops and presentations overseas to engage prospective families, partners, and agents, effectively showcasing the school's value proposition, academic strengths and boarding experience
- Build and manage relationships with international education agents, consultants, and partner schools.
- Generate, nurture, and follow up on international sales leads and agent communications to achieve and exceed annual student recruitment targets, building strong, long-term relationships (performance-based incentives available).
- Identify and establish new international partnerships and commercial opportunities.
- Maintain and grow a robust global network to support ongoing recruitment and brand awareness.
- Negotiate and manage contracts with international partners and recruitment agents.

Market Research and Performance

- Conduct market research to identify and prioritise key markets for international student recruitment, working with agents and UK boarding sector organisations such as (but not limited to) Metropolis, StudyTravel, the British Boarding Schools Network (BBSN), ICEF, and the Boarding Schools' Association (BSA).
- Analyse recruitment performance data and adapt strategies, accordingly, leveraging the HubSpot CRM to track leads, monitor customer journeys, and optimise conversion across all stages of the International recruitment process.
- Collaborate with the Head of Marketing and Admissions to develop market specific materials such as the International Toolkit, Guides and tailored digital marketing campaigns and social media content).

Relationship Management and Outreach

- Establish and nurture long-term relationships with education agents, British Boarding organisations and international alumni (Old Ratcliffians) networks.
- Maintain consistent communication with partners and agents through phone calls, video meetings, and in-person engagements, including delivering presentations and hosting networking events such as drinks or dinners.
- Ensure partners have a clear understanding of the College's value proposition, sharing updates on new annual marketing materials, media content, statistics and International admissions process.

International Admissions Support and Student Onboarding

- Guide prospective students and families through the International admissions process.
- Provide accurate and timely information on academic offerings, boarding life and promotion across the academic year to recruitment agents.
- Work closely with the Admissions and Boarding teams to ensure smooth integration for international students.

Other

- Maintain accurate administrative records for all international recruitment activity, including online bookings, the International bookings tracker, gathering agent references and contracts.
- Ensure all agent and international overseas documentation complies with the UKVI (UK Visas and Immigration) requirements and is always inspection ready.

General

This job description is intended to provide a broad outline of the role but is not an exhaustive list. The post holder may be required to undertake reasonable additional duties and responsibilities where appropriate as requested by the Head of Marketing and Admissions and the Senior Leadership Team, in line with the business needs of the College and international recruitment. Any additional duties will be appropriate to the role and within the scope of the agreed grade and salary.

TERMS OF THE ROLE

- Flexibility to travel internationally (up to 50% of the academic year, dependent on the requirements of the annual recruitment strategy).
- Occasional evening or weekend work to accommodate meetings across global time zones, recruitment events and agent communications.
- Partial remote work arrangements may be considered for exceptional candidates, though full-time remote work is not available.
- Standard working hours are 8.30am - 5.00pm, however, this role may require working outside these hours to meet business and recruitment needs.
- TOIL (Time Off in Lieu) will be provided for weekend work only, subject to approval by your Line Manager.
- Expected to be present in the College's boarding community (i.e evening) at least once a month, supporting engagement and relationship-building with boarding students, staff and recruitment agent.

ADDITIONAL BENEFITS

- Allowance for International Travel.
- Opportunities for professional development.
- Temporary on-site accommodation maybe available to assist relocation for the role.
- Fee remission on College pupil fees available after two years of continuous service.
- Access to the College's Fitness Suite during designated hours.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS AND EDUCATION	Degree in International relations, Business, Marketing, Education, or related field.		Application form
EXPERIENCE	- Minimum 2-3 years of experience in international student recruitment, education sales, or international relations - Proven track record of achieving or exceeding recruitment / sales targets. - Demonstrated experience of managing recruitment pipelines. - Demonstrated success in building relationships with key partners / educational agents, or similar. - Experience organising and representing an organisation for the purpose of recruitment and sales growth. - Proficient in utilising CRM systems and data management to monitor recruitment/sales performance and inform strategy.	Experience working with international markets, particularly Asia, Latin America, Africa, Middle East, and/or Europe.	Application form/Interview
SKILLS AND COMPETENCIES	- Understanding of the international education landscape and boarding school market. - Excellent communication, presentation, and negotiation skills. - Confident travelling independently overseas (often for extended periods and across time zones). - Self-motivated, target-driven, and highly organised. - Ability to work independently as well as collaboratively across departments. - Proficient in CRM tools (e.g. HubSpot), Microsoft Office, and virtual meeting platforms (Zoom, Google Meet, Teams). - Familiarity with digital marketing and social media strategies for international audiences.	Fluency in English; additional languages (e.g., Mandarin, German, Spanish) are beneficial.	Application form/Interview
PERSONAL QUALITIES	- Strong interpersonal skills with the ability to build rapport quickly and work effectively with diverse stakeholders. - Positive work attitude and willing to go above and beyond to meet business and recruitment needs. - Adaptability and resilience in a fast-paced, changing environment. - Proactive problem-solving mindset and own initiative. - High level of integrity, discretion and professionalism. - Team-orientated with a collaborative attitude. - Commitment to the ethos of the College. - Flexible approach to working hours. - Ability to work under pressure and alongside tight deadlines.		Application form/Interview

HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening



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EST. 1847

RATCLIFFE
COLLEGE

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