



**Met Film School London**

**Role Title:** Admissions Executive

**Contract:** Permanent – Full Time

**Reporting to:** Head of Admissions

**Salary:** TBC

**Location:** MetFilm School Leeds, Prime Studios. *Travel to London will be required at various times.*

**Start Date:** Immediately

---

**The Organisation:**

MetFilm School is one of the largest film schools in Europe, running BA and MA programmes across our London, Berlin and Leeds campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

**About the role:**

**Key Responsibilities:**

**Recruitment**

- Present MetFilm School through outbound and inbound activities to prospective students in order to facilitate applications and enrolments.
- Engage in recruitment initiatives to meet set recruitment targets in line with the yearly budget.
- Conduct meetings and tours of MetFilm School with prospective students and to attend regular open evenings and days and, where needed, overseas events, including school visits, events and fairs.
- Assess applications based on the entry requirements of MetFilm School courses to maintain the quality of student enrolments and in line with compliance.
- Conduct interviews with undergraduate and post-graduate students, providing accurate information on course details and the MetFilm School.
- Engage in daily recruitment activity which will increase conversions for applications and student enrolments.
- Liaise with international educational agents in order to promote MetFilm School through their services and process student applications and enrolments.

**Administration**

- To maintain accuracies within the MetFilm School's CRM on student records in line with regulatory requirements.

- To accurately account manage the MetFilm School's CRM student records, from lead to enrolment, in order to report on recruitment activity.
- 

**Knowledge and Qualifications:**

**Essential:**

- Undergraduate degree
- High level of literacy
- High level of written and verbal communication
- 3-4 Years experience in a sales-based role
- Strong attention and focus on detail.
- Self-starter – An ability to perform well in a fast paced, new business environment, where everyone must make a difference to the overall performance of the team.

**Desired:**

- A basic understanding of the following regulatory bodies that impact student recruitment, including UKVI, UCAS, OfS and HESA.
- Knowledge of the education sector
- Passion for filmmaking, an understanding of the film and television industries and a good level of knowledge of cinema history
- Experience using a sales management CRM system like Salesforce

**Skills, Experience and Achievements**

**Essential:**

- Roll-up-the-sleeves attitude – proven ability to execute and figure out how to get things done.
  - Proven ability to juggle multiple projects at one-time with little direction.
  - Show a willingness to learn and adapt to new platforms and technologies
  - Self-starter – An ability to perform well in a fast paced, new business environment, where everyone must make a difference to the overall performance of the team.
  - Working to targets in a sales capacity
  - Ability to hit and exceed targets
  - Working within a sales environment
- 

**How To Apply:**

To apply for this role please email your CV and a covering letter to: [jobs@metfilm.co.uk](mailto:jobs@metfilm.co.uk) including the title of the role in the Subject line.