



**Met Film School London**

**Role Title:** Head of Admissions

**Contract:** Permanent – Full Time (Hybrid)

**Reporting to:** Commercial Director

**Salary:** £45,000, including performance bonus.

**Location:** MetFilm School London, Ealing Studios

**Start Date:** Immediately

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**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, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

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**

- Oversee the recruitment on all courses through daily management of the admissions team, and supporting team members, to ensure monthly and yearly targets are met and exceeded.
- Provide insightful reporting on recruitment via the company's CRM for accurate forecasting and planning.
- Collaborate with senior management as a senior representative of admissions and to drive the success, sustainability and future of the accredited course provision at MetFilm School.
- Supervise the ongoing training of the admissions to ensure standards of quality are maintained for accurate promotion of courses.
- Represent MetFilm School through outbound and inbound activities, and to prospective students, both domestically and internationally, in order to facilitate enrolments.
- Liaise with international educational agents in order to promote MetFilm School through their services and process student enrolments.
- Identify drivers in the market and report back to senior management on trends, competitor behaviour and anything else to assess impact on accredited courses.
- Maintain student data and accuracy as the key senior stakeholder to ensure compliance with legislation and records are fully auditable.

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**Knowledge and Qualifications:**



- Undergraduate degree.
- High level of written and verbal communication.
- 2-4 Years experience in a management role.
- Understanding of FE/HE education landscape.
- A basic understanding of the following regulatory bodies that impact student recruitment, including UKVI, UCAS, OfS and HESA.
- Knowledge of the creative media industry.
- Experience using a sales management CRM system like Salesforce.

**Skills:**

- Understand and engage with the regulatory requirements that impact admissions and ensure compliance at all times.
- Work to weekly, monthly and annual recruitment KPIs.
- Work closely with senior stakeholders, across multiple departments, within MetFilm School.
- Manage multiple CRM and SIS platforms to ensure accuracy of student data.
- Foster high standards within admissions.
- Multi-tasking and project management skills.
- Highly competent leadership and motivational attributes.
- Target-driven and commercially focussed.
- Meticulous and high attention to detail.
- Solid communicator and presenter.
- Data-driven and able to report on trends in student enrolments.
- Customer service orientated.
- Team player, able to collaborate but also work on own initiative.
- Positive outlook.

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**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.