**Job Advert**

**Job Title: Student Recruitment Advisor**

**Site: Middlesbrough and Hartlepool**

**Fixed Term (1 year)**

**Hours per week: 37**

**Salary: £25,335**

**Start Date: ASAP**

The Northern School of Art has provided students with specialist art and design education in the North East for over 100 years. Dating back to 1870 when The Middlesbrough School of Art was opened shortly followed by The Government School of Art in Hartlepool in 1874. The School, formerly the Cleveland College of Art & Design (CCAD), was formed in 1979 by the merger of Teesside College of Art, Middlesbrough, and the Hartlepool College of Art.

Being the only educational institute dedicated to art and design in the North East over this course of time has given our school immeasurable experience and expertise in creative education. We have had the opportunity to work with outstandingly talented students who have graduated to become some of the best in their respective industries. Our Alumni include Ridley Scott, director of Alien and Blade Runner, car designer Keith Patterson, and artist Mackenzie Thorpe.

**We are seeking a proactive and enthusiastic individual to join our Marketing & Student Recruitment team as a Student Recruitment Advisor.**In this role, you will work across both our Middlesbrough and Hartlepool campuses to promote our Further and Higher Education courses in art, design, and creative subjects. You will be responsible for generating enquiries and applications by engaging with schools, colleges, and other external partners, as well as organising and attending recruitment events, delivering workshops and presentations, and supporting prospective students through the application process.

You’ll have experience of working with young people, an understanding of safeguarding principles, and ideally some knowledge of marketing and recruitment practices within the education sector. A background or interest in the creative industries would be an advantage.

**Skills, Abilities, and Experience (Essential):**

* Experience of working with children or young people
* Excellent communication and presentation skills
* Ability to work independently and as part of a team
* Strong organisational and administrative skills
* PC literate with experience using Microsoft Office
* Willingness to work flexible hours and travel as required
* A full UK driving licence and access to transport

**Desirable:**

* Experience of using databases and analysing data
* Familiarity with marketing or recruitment in education
* Knowledge of art and design progression routes in FE and HE
* Understanding of creative career paths

***What will you get if you join us?***

* Work for an institution that supports work-life balance, and cares for the wellbeing of staff;
* Staff development opportunities;
* Generous annual leave;
* Free confidential counselling service and physiotherapy;
* Free eye tests and contribution towards glasses for VDU use;
* Free IT products including Microsoft Office and Adobe Creative Cloud;
* Professional fees paid by the School;
* Staff recognition awards
* Free car parking and access to other staff benefits; and
* Access to the **Local Government/Teacher’s** **Pension** scheme (with significant employer contributions).

To download an application pack, please visit <https://northernart.ac.uk/careers/>

**Closing date for receipt of completed applications: Sunday 31st August 2025**

*Please send your completed application to* [*jobs@northernart.ac.uk*](mailto:jobs@northernart.ac.uk)

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This role is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If successful an Enhanced DBS Check (with barred list) will be required. Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

**For Teaching Staff & Technician Demonstrators** Prohibition checks will be carried out for successful applicants.

Additionally, as part of the School’s shortlisting process, an online search will be carried out on all shortlisted candidates.