

## **Job Title – Education Consultant (Private School Placements)**

**Education Advisers Ltd      [www.educationadvisers.co.uk](http://www.educationadvisers.co.uk)**

**Location – Waterringbury, Kent (20 minutes from Tonbridge or Maidstone)**

- Competitive salary based on experience + performance bonus
- Laptop, pension, 22 days holiday, free car parking
- Great career prospects in a buoyant, exciting company.

### **The Role**

- **Providing parents with impartial advice on independent education**
- **Assessing students' school reports and counselling parents on academic track record, curriculum, facilities, gender/religious preferences etc. and recommending suitable schools**
- **Liaising with schools and guiding clients through a successful admissions process**
- **Providing university consultancy services as required**

**We are looking for an individual with the following attributes:**

- **Experience of UK private schools and the UK curriculum, either as an employee, a parent or one's own education**
- **A driven personality with a desire to provide a client with best quality advice possible**
- **A confident and effective communicator, with excellent written and spoken English, and the ability to be persuasive with both our affluent clients and senior school staff**
- **Proficiency in Microsoft Word, Excel and Outlook**
- **Some foreign language ability would be advantageous because of our large international client base**
- **A flexible, can-do attitude**
- **UK university degree desirable**

Education Advisers provides information and advice to parents seeking private schools and colleges. We were established in 2004 and now run 12 different websites, the most famous of which is [www.best-schools.co.uk](http://www.best-schools.co.uk) which between them generate more than 1 million visitors per year. We also work with schools to develop their own recruitment strategies.

The Education Consultant will be involved from the outset in advising parents on school and college placements. This role has real job satisfaction with a high level of autonomy, working with a small team of dynamic colleagues.

The role will involve some travel (mostly in the UK) to meet school staff and placed students. The Education Consultant is expected to be integrally involved in devising / delivering / pricing the solutions and not just selling them.

Education Advisers Ltd is primarily an internet driven company. You will be expected to contribute to website design / improvement and evolving ideas to improve our enquiry volumes and conversion into business. This includes becoming completely au fait with the company's pricing strategy for advice and contributing to refining it to maximize both sales and profits for the company.

As a small and flexible company all members of staff are expected and encouraged to contribute to the development of new services and business initiatives, for example marketing and implementing pupil

assessment programmes. The consultant should become familiar with all aspects of our operations including administration processes, billing / accounting, database management and customer management systems to contribute help if and when required.

**Location**

The role is based at EA's main office in Watringbury, Kent.

**Date Posted** Monday, 26 March 2018

**Required Start Date** As soon as possible - August at the latest

**Contact Name** Mary Murayama **Contact Email** [mary@educationadvisers.co.uk](mailto:mary@educationadvisers.co.uk)

Please email your CV with a covering letter to [mary@educationadvisers.co.uk](mailto:mary@educationadvisers.co.uk)

Mary Murayama, Joint Managing Director  
Education Advisers Ltd  
The Old Stables  
Home Farm, Red Hill,  
Watringbury, Kent ME18 5NN  
Phone 01622 813870