

Company Overview

Dukes Plus Consultancy is a subdivision of Dukes Education and is home to six world-leading university consultancy brands: A-List Education, Oxbridge Applications, The Medic Portal, The Lawyer Portal, Dukes Drama, and Dukes Tutoring. Every year, these consultancies support thousands of students to secure competitive university places, whether that be Oxbridge, a US college, medical school or law school.

Our values

Educate with empathy.

Advise with ambition.

Innovate with integrity.

Dukes Plus Consultancy prides itself on its inclusive and ambitious company culture, putting its people first and pushing everyone to reach their full potential. We are looking to welcome driven, talented people to our team who feel a sense of affiliation with our mission!

Job Description	
Title	Senior Sales Consultant
Department	Oxbridge Applications
Reporting to	Deputy Head of Sales
Working Days	Monday - Friday
Position Type	Permanent
Role Overview The Senior Sales Consultant will play a key role in the commercial growth of Oxbridge Applications, taking ownership of high-value client engagement and sales performance. This is a client-facing, target-driven role that requires both strategic thinking and excellent interpersonal skills. You will help lead on delivering outstanding customer experiences through expert advice, relationship-building, and Private Consultation sessions, while also supporting the development of best practice across the wider sales team. With a strong understanding of our products and mission, you will drive revenue, maintain trusted client relationships, and contribute to the team's ongoing success. Main Responsibilities: • Act as a point of contact for prospective clients, responding to phone and email enquiries from parents and students with authority, empathy, and clarity. • Lead high-quality Private Consultations, offering bespoke advice to families and clearly articulating the value of our programmes. • Take ownership of the full sales cycle- from initial enquiry through to conversion- ensuring all interactions reflect excellence in service, expertise, and integrity.	

- Consistently meet or exceed personal and team sales targets, proactively engaging with new leads and pipeline opportunities.
- Identify client needs and tailor recommendations to suit individual goals, demonstrating a deep understanding of Oxbridge applications and the education sector.
- Guide clients through the full customer journey, ensuring a smooth handover to programme delivery and maintaining high levels of satisfaction and trust.
- Contribute to weekly sales strategy meetings, occasionally leading on agenda points, pipeline reporting, or insight sharing.
- Support other sales colleagues by modelling best practice and offering informal mentorship or guidance where appropriate.

Sales Activities:

- Achieve and exceed sales targets and KPIs.
- Prepare and deliver sales proposals and contracts.
- Negotiate terms and conditions with clients.
- Follow up on leads and convert them into sales.
- Take part in, and ultimately lead, Private Consultations.

Product Knowledge:

- Maintain a thorough understanding of the company's products and services.
- Stay updated on industry trends and competitor activities.
- Identify areas where we could add new products or adopt new pricing strategies to boost sales.
- Educate customers on product features, benefits, and applications.

Customer Service:

- Provide excellent customer service by addressing client inquiries and resolving issues.
- Ensure customer satisfaction and build long-term relationships.
- Conduct post-sale follow-ups to ensure ongoing customer satisfaction and support.

Reporting and Documentation:

- Maintain accurate and up-to-date records of sales activities and client interactions in the CRM system.
- Prepare regular reports on sales performance and market feedback.
- Collaborate with the sales team and other departments to align strategies and share insights.

Required experience and skills:

- Oxbridge Bachelor's degree or above (essential)
- Experience advising high-performing and ambitious students and families on university applications (essential)
- Proven experience in education consultancy in schools or other commercial settings (essential)
- Proven experience in sales, preferably in Education (preferred not essential)

- Excellent communication and interpersonal skills (essential)
- Strong negotiation and closing skills (essential)

We welcome applications from candidates with additional or alternative experience as we are a growing team and may have other responsibilities suited to your skill set.

Extra Role Benefits

- Flexible working
- UNCAPPED Commission payments
- Free in-house gym access with an in-person personal trainer who can support you with your fitness journey!
- 25 days holiday allowance and a generous TOIL policy, as well as additional leave for Christmas and your birthday off
- Fast career growth opportunities
- Best-in-class training & development opportunities, led by Dukes Education
- Employee Assistance Programme with access to professional counselling
- Regular social events
- Enhanced family friendly policies
- Enhanced Sickness policies

Salary: £30,000-£40,000 + £10,000 OTE

Working Schedule: 9am – 5pm from 1st January to June and from 1st July to December 9am – 5:30pm, Monday- Thursday and 9am – 5pm on Fridays. Some weekend and evening work may be required, but you will know dates for this well in advance and be given time off in lieu.

Location: Hybrid working with 2-3 days in our central London office and 2-3 days from home.

Start date: As soon as possible

Note: Dukes Plus Consultancy is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject to relevant checks in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, online search, employment history and reference checks, and international criminal record checks where required.