

Receptionist and Administrative Assistant

Role Title:	Receptionist and Administrative Assistant
Contract:	Permanent, Full Time
Salary:	£20,000 – £21,000 per annum
Location:	MetFilm School Leeds, Prime Studios
Reporting to:	Principal, MetFilm School Leeds
Start Date:	Summer 2022

To apply for this role please send a CV and cover letter to jobs@metfilm.co.uk, including the title of the role in the subject line, by Thursday 12th May 2022.

Receptionist and Administrative Assistant

About the Role

We are recruiting a Receptionist / Administrative Assistant to work at our new campus at Prime Studios, Leeds. This role is to assist in the day-to-day duties of running a busy and vibrant organisation in order to ensure everything runs smoothly and efficiently. This will include running reception, dealing with staff, students and clients and managing their requests as well as providing administrative support to the Principal and Programme Leaders.

About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin 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.

MetFilm School has opened a new campus in Leeds, with courses beginning in September 2022. We will offer 2 undergraduate programmes (BA Content, Media & Film Production and BA Acting for Screen) and 3 postgraduate programmes (MA Directing, MA Cinematography, and MA Screenwriting) in Leeds, beginning in September 2022.

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.

Key Accountabilities

- Carry out Front of House duties including dealing with face-to-face enquiries in a pleasant and courteous manner and greeting and directing visitors to the appropriate part of the department or building to guarantee an excellent service to all stakeholders.
- Managing our databases and information systems to ensure everyone in the organisation is kept informed and up to date
- Continuously maintain the Reception area to ensure it is tidy and presentable to MetFilm School standards.
- Effectively deal with the reception, allocation and distribution of daily mail and courier deliveries to ensure they are received by the correct recipient in a timely manner
- Assist with ad-hoc administration tasks to support the delivery of an excellent service to all stakeholders.
- Use timetabling software to book rooms and monitor student attendance
- To look after keys, log in all visitors and contractors' details in the Visitor's Book and to ensure general building security vigilance.

Please note that this role involves working in a small and dynamic team, which means that there will be a requirement to work as a team and cover for other team members, and that there will also be the opportunity to get involved in other activities and projects. You may also be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with your line manager.

Knowledge and Qualifications

Essential

- Previous experience working as a Receptionist in an education or customer service environment.
- Customer service experience
- Office administration experience

Desirable

- Experience of working in an educational environment.
- First Aider
- Fire Warden

Skills, Experience and Achievements

Essential

- Customer service orientated.
- Professional attitude
- Proactive and flexible approach