
Administrator

Role Title:	Administrator
Hours:	Full-time
Contract:	Fixed term – 6 months (Parental leave cover)
Reporting to:	Head of Student Support & Administration
Salary:	£28,000
Location:	London
Start Date:	As soon as possible

About MetFilm School

MetFilm School is an OfS registered HEI in the Approved category running undergraduate and postgraduate taught 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.

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.

About the Role

MetFilm School is seeking an Administrator to join the Student Support & Administration Team. The successful candidate will support the activities of the administration team's assessments provision, working collaboratively to provide excellent levels of customer service for students to succeed in their student journey.

The role holder will assist with the creation of data records, including capture and maintenance of student record information, student progression, assessment results, change of circumstances to support student experience and ensure accurate statutory reporting. They will assist in the provision of accurate attainment data to students, academic and validating partners within agreed timeframes to monitor student progression.

Key Responsibilities

- Creation of data records, including capture and maintenance of student record information, student progression, assessment results, change of circumstances to support student experience and ensure accurate statutory reporting.
- Provides accurate attainment data to students, academic and validating partners within agreed timeframes to monitor student progression, ensuring that changes in students' circumstances are administered, tracked and systems are up to date to ensure students' progress through their academic journey smoothly.
- Manage and co-ordinate the student assessment administration processes in relation to all courses based in order to ensure that accurate and comprehensive assessment profiles are available in a timely way to Boards of Examiners.
- Acts as a support resource to students by providing accurate and timely advice relating to registry matters.
- Supports the student journey by providing an excellent standard of customer service during activities such as enrolment, registration, induction.

Knowledge & Experience

- Report preparation and formatting of documentation.
- Experience working in HEI setting and student support services.
- Knowledge and experience of quality assurance and collaborative provision in higher education.
- Knowledge and understanding of external operating models for quality assessment, including validating partner models.
- Experience of working with a range of databases or Knowledge of HEI VLE systems such as Moodle, Canvas, Blackboard.

Skills & Behavioural Characteristics

- Analytical and problem-solving capability with the ability to analyse qualitative and quantitative data.
- Ability to effectively organise a varied workload, managing conflicting priorities and tight deadlines.
- To maintain boundaries and sustain a professional relationship with students.
- Excellent verbal and written communication skills.
- Takes personal responsibility to manage work and performance.
- Communicates in a professional, clear, concise and appropriate way, actively listening to others and responds with respect.

How to Apply

To apply for this role please email your CV and a covering letter to jobs@metfilm.co.uk including the title of the role in the subject line.

Application window closes 5pm on Friday 17th March 2023.

MetFilm School is seeking to appoint as soon as possible, applicants are encouraged to apply prior to the deadline.