

Receptionist and Kit Room Assistant (Student Worker /
Werkstudierende*r)

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| Role Title: | Receptionist and Kit Room Assistant |
| Contract: | Permanent, Part-Time (20 h, 5 days, Late Shift, Student Worker) |
| Salary: | 12.979,20 € per year |
| Location: | MetFilm School Berlin, BUFA Studios |
| Reporting to: | Principal, MetFilm School Berlin |
| Start Date: | Oktober 2023 |

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.

Receptionist and Kit Room Assistant

About the Role

We are recruiting a Receptionist and Kit Room Assistant to work at our campus at Atelier Gardens/ BUFA Studios, Berlin. This role is to assist in the day-to-day duties of running a busy and vibrant organization in order to ensure everything runs smoothly and efficiently. This will include running reception, dealing with staff, students and clients and managing their requests, providing administrative support to the Principal and Faculty, supporting Kit Room Team with delivery of equipment to and from classrooms and other teaching spaces for accredited and non-accredited courses. A successful candidate should be legally allowed to work in Germany, be able to present proof of full-time enrollment at a college or university and be able to present an Erweitertes polizeiliches Führungszeugnis before signing the employment contract.

About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programs 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.

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.

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.
- Supporting the Reception Team in managing our databases and information systems to ensure everyone in the organisation is kept informed and up to date
- Managing DVD and book library
- Continuously maintain the Reception area to ensure it is tidy and presentable to MetFilm School standards.
- Effectively support the Reception team with, 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 with responsibility of making secure the building at the close of business
- Support operational running of the campus to include rooms checks.
- Manage maintenance cleaning correspondence
- Organize necessary repair work (facilities)
- Support the Kit Room Team in preparing kit for courses and ensure delivery to the classroom in accordance with course timetables
- Support the Kit Room Team in delivering a customer focused service to ensure student satisfaction is a core ethos of the kit room
- Support Kit Room Team in organizing and maintaining equipment storage

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

- MS Office Skills
- Experience of technical support

Desirable

- Experience of working in an educational or customer environment
- Previous experience with AV-Equipment
- First Aider
- Fire Warden

Skills, Experience and Achievements

Essential

- Professional attitude
- Proactive and flexible approach