

Met Film School London

Role Title:	Assistant Administrator
Contract:	Fixed Term Contract 6 Months with potential to extend
Reporting to:	Deputy Dean with functional link to Head of Student Support & Administration
Salary:	£28,000 commensurate with experience
Location:	MetFilm School London, Ealing Studios
Start Date:	As soon as possible

The Organisation

MetFilm School is one of the largest film schools in Europe, running BA and MA programmes across our London 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.

All posts are subject to Right to Work and Enhanced DBS checks.

About the role

- We are recruiting an Assistant Administrator working across the Education Team and Student Services/Registry to support the School in the planning, delivery and management of courses to ensure that programmes and modules are administratively well supported with clearly documented processes to underpin the student journey.

Key Responsibilities

Educational Administration

- Assist in implementing and improving key processes, procedures, associated documentation and support systems relevant to the planning and delivery of academic programmes
- Work with the Deputy Dean, Registrar and Head of Student Support & Administration to plan and implement new systems and processes as necessary with particular respect to assessment and feedback to students
- Work within the School's Communication and Information Technology software suites including Quercus, Canvas, Teams, and SharePoint to plan and implement workflows
- Interpret and create accurate information sources, developing auditable records and systems that support the efficient delivery of the service to students and tutors
- Help to manage course resource tracking to ensure accessibility of learning resources for curriculum delivery via the Learning Management System, SharePoint, and other supporting systems.
- Work with the programme team to assist and deal effectively with any students' concerns or complaints in a courteous and timely manner.
- To assist the day-to-day implementation of assessment policies and procedures, ensuring adherence to academic standards.
- Support particular Programme Leader/Deputy Programme Leaders in their work, acting as a close collaborator and showing initiative in the proposal of improvements to the student experience.
- Ensure marks are released to students and awards submitted to relevant boards in a timely fashion.
- Help upload information for staff and students on assessment and student evaluation processes.
- Assist with auditing Programme Handbooks, Schemes of Work, Module Study Guides and Lesson Plans for validity and coherence.
- Assist with collating student feedback data to develop responsive action plans.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with their Line Manager.

Knowledge and Qualifications

Essential

- 3 A levels or equivalent
- Proven expertise with Microsoft Office Professional programmes including Word, Excel, and Outlook

Desired:

- Proven expertise with extended suite of Microsoft 365 applications
- Proven expertise with Canvas, Teams, and SharePoint
- Sustained experience with student record systems
- Project planning and management skills
- Experience of supporting academic delivery
- Customer focused experience
- Knowledge of Higher Education

Skills, Experience and Achievements

Essential



- Manifestly successful administrative experience in a fast-paced environment
- Ability to work effectively as part of a team
- Proven ability to use initiative, to think strategically, and to adopt an active approach to problem-solving
- Strong interpersonal skills including abilities to communicate, collaborate, influence and network
- Commitment to diversity, equality, inclusivity, and safeguarding
- Ability to initiate and implement new policies and procedures in collaboration with other members of team

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.

Deadline: Friday 10 November 23

