

JOB DESCRIPTION

Job Title:	Executive Assistant to the Office of the Director
Reports To:	Director/CEO and COO
Contract:	Permanent, Full time
Salary:	£33,000pa
Last Updated:	February 2019

Job Summary

The Executive Assistant coordinates the administrative, organisational, and certain office management functions of the LFS. They provide administrative support and diary management, to the office of the Director (CEO, COO).

Main Responsibilities

Executive Support

- Provide administrative support to the office of the Director (CEO, COO) including diary management, travel arrangements, logistics for meetings, VIP liaison, and responding to correspondence and calls.
- Responsible for coordination of LFS Management Team and sub-committee meetings: prepare meeting agendas and coordinate weekly/monthly meeting schedules; prepare minutes; and manage action point completion.
- Ensure effective communication and alignment between Management Team, sub-committees and the wider organisation as required.
- Coordinating termly staff meetings, and other end of term events, including logistics and catering.
- Work effectively to support the teaching and learning environment including proactive, efficient and collaborative liaison with staff and students;
- Work effectively within policy guidelines/regulations and develop internal processes as necessary;
- Accurate record keeping in all areas of work;
- Support budget management by ensuring financial, invoicing and procurement processes are followed;
- Liaise, coordinate and communicate between internal departments and external stakeholders as necessary.

Governance Support

- Coordinate with the Clerk to the Board booking of rooms, portering/AV requirements, and catering for all Board of Governors meetings.

- Support the Clerk to the Board in the planning and delivery of the LFS’s Annual General Meeting of the Association (plus any Other General, or Termly, Meetings of the Association).

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Maintain awareness of your own and others’ Health and Safety, and comply with the LFS’s Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
Extensive experience of providing executive support to Director/CEO level	E
Adept at balancing support provision for more than one person at any time	E
Experienced using data in line with GDPR, and handling sensitive matters with discretion	E
Able to coordinate and support formal meetings i.e. logistics, agendas and minutes	E
Ability to take and prepare complete and accurate minutes in a timely fashion.	E
Well organised, analytical and confident managing variable workloads	E
Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to use common sense and initiative to find pragmatic solutions, seek improvements, and adapt	E
Able to multi-task, identify priorities and work in a fast-paced environment	E
Working knowledge of Microsoft Office, with a willingness to learn and use new systems.	E
Experience of working for a not-for-profit/higher education/creative organisation	D
Knowledge of arts/film/TV industries	D

Qualifications	
Educated to at least A-Level standard (or equivalent) with A*-C grade passes in English and Mathematics.	E
Educated to Degree level	D
Personal attributes	
Willingness to work flexibly and helpful attitude	E
Positive “can do” approach and willingness to support others where needed	E
Comfortable working as part of a small team with minimal supervision	E
Enjoy working positively, imaginatively and proactively to meet challenges and achieve results	E

The LFS is an Equal Opportunities Employer

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

ABOUT THE SCHOOL

London Film School (LFS) is internationally celebrated for its commitment to film, craft excellence, innovation and creative freedom. The school is consistently rated as one of the top international film schools.

Currently located in Covent Garden, LFS is the oldest film school in the UK. Deeply connected to local and international screen industries, we have alumni spanning the globe, and working in every part of the film industry. Our students and alumni have won every major award in the screen industries, and we continue to foster and nurture the next generation of filmmakers.

With around 220 full-time students, from over 30 countries, we are a dynamic hub for high-quality filmmaking activity, preparing creative storytellers for the world’s screen industries. We offer three full-time MA programmes, a PhD Film by Practice, and a full calendar of short courses.

The School is committed to collaborative practice-based learning and produces over 180 films every year. The result is a dynamic and intensive film environment which creates global networks for life. Every role within LFS plays a key part in shaping future creative professionals, impacting on the future of the global creative industries.

The School recently turned 60, and with a planned move to a new home, LFS is on the verge of a new chapter in its history. It’s an exciting time to join us.

London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Gisli Snaer as its Director.