

JOB DESCRIPTION

Job Title: Academic Programme Coordinator
Reports To: Academic Programme Manager
Contract: Permanent, Full time (hybrid working 60/80% onsite)
Salary: £31,500 -£33,500

About us

We are a world leading London-based film school and registered charity, dedicated to developing the next generation of filmmakers and screen industry professionals. Through industry-focused training we support creative talent and widen access to careers in film and television.

About the Role

The successful applicant, working alongside the Academic Programme Manager, provides scheduling and administrative support to the Course Leaders across LFS programmes, currently including:

- MA Filmmaking
- MA Screenwriting
- MA International Film Business
- MA Producing
- MA Marketing
- London Film Works

The Academic Programme Coordinator works closely with colleagues to continually enhance academic delivery. This includes acting as the contact for a range of day-to-day queries to support the delivery of courses, assessments, meetings, events and staff development. Integral to the role is effective communication with staff, students and external stakeholders. Other core elements of the role include scheduling classes, planning, administration and supporting academic staff to follow procedures, including developing internal processes. The post-holder proactively ensures the provision of an efficient and professional service to students and staff.

Key Responsibilities

Timetabling & Scheduling:

- Take responsibility for the production, delivery and maintenance of the School's timetable, including, but not limited to classes, (student) film exercises, workshops, and events within agreed timescales, making full use of the functionality of the timetabling software.
- Negotiate with the Course Leaders, Year Leads and Heads of Department on all aspects of student, staff, resource and curriculum requirements to ensure an efficient and effective delivery of the timetable.
- Prioritise competing staff room requests across the estate.
- Maintain and adapt the room allocation for the School's timetable to adjust to internal and external requirements and pressures if and when required.
- Anticipate and work to prevent timetable-related problems that could have serious consequences.

- Identify and resolve difficulties in relation to student and/or staff timetables; escalating to the Academic Programme Manager if required.
- Ensure timetable data, including classes and resources, are accurate, complete and available to all interested parties.
- Provision of training and support on timetable systems for staff as appropriate.
- Continuously consider enhancement opportunities in relation to LFS' timetabling.
- Assist students and staff with room booking requests.
- Liaise with staff from across the School to allocate and confirm room bookings for committees, one-off meetings and other events.
- Provide advice and support to students and staff on their timetables.

Academic Programme Administration:

- Provide timely and high-quality timetable support across all LFS academic programmes.
- Act as point of contact for all academic programme enquiries, offering excellent customer service and issue resolution.
- Use judgement to escalate academic queries to the Course Leaders and Academic Programme Manager as appropriate.
- Work with academic staff to maintain and update course resources via the Virtual learning Environment (Moodle).
- Work effectively to support the teaching and learning environment including proactive, efficient and collaborative liaison with academic staff and students.
- Liaise, coordinate and communicate between internal departments and external stakeholders as necessary.
- Accurate record keeping in all areas of work.
- Support Academic Programme Manager to aid academic departments to comply with OfS regulations.
- Assist in preparation for academic meetings such as agendas and papers.
- Work within policy guidelines/regulations and develop internal processes as necessary.

Person Specification

- Experience working in an administrative role in a higher education, or film industry.
- Significant experience in timetabling and scheduling in complex environments
- Significant experience in delivering timetables using timetable software particularly CELCAT.
- Able to coordinate and support formal meetings i.e. logistics, agendas and minutes.
- Experience developing new systems for working and processes.
- Experience of delivering work under tight deadlines.
- Well organised, analytical and confident managing variable workloads.
- Excellent interpersonal skills with proven ability to work collaboratively.
- Working knowledge of Microsoft Office, with a willingness to learn and use new systems.
- Proven understanding of filmmaking process and workflow.
- Positive "can do" attitude and willingness to support others where needed.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at 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.

How to apply

If you would like to make an application for this role, please send your CV, supporting statement outlining how your skills, knowledge and experience meet the requirements of the role, plus the [completed equalities form](#) to [Academic Programme Coordinator](#) role **by 9am on Thursday 24 September 2026**.

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK.

About London Film School

London Film School is the oldest film school in the UK. For nearly 70 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers five full-time MA programmes including Filmmaking, Screenwriting, International Film, Business, Film Producing, & Film Marketing and a full calendar of short courses.

LFS is a world leading conservatoire for filmmakers from around the world. Based in London's Covent Garden, the School's alumni include veterans (Mike Leigh, Michael Mann, Tak Fujimoto, Ann Hui) and famous younger filmmakers including Daina Pusic, Oliver Hermanus, Babak Jalali, and the creator of End of the F**king World, Jonathan Entwistle.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning - the School makes over 180 films every year. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students and in 2024 was named by The Hollywood Reporter as one of the top global film schools. LFS welcomes a student cohort from every corner of the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.

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

Expectations of all staff



Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.

Our six values are:

- Innovation & Excellence
- Inclusivity & Respect
- Feedback & Collaboration
- Empathy, Accountability & Integrity
- Safe & Inclusive Spaces
- Kindness

Our commitment

LFS is an Equal Opportunities Employer. We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.

To fully embed effective equity, equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

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.

Benefits

Annual Leave	In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff.
Pension	Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme.
Staff Development	LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager. We also operate a Professional Development Leave (PDL) scheme, whereby staff can request leave to pursue learning & development activities linked with their work, to enhance their professional skills.

Cycle to work scheme & City Bike Hire	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes.
Your Wellbeing	We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loans	Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket.
Family friendly leave	To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, adoption and shared parental leave, in addition to paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave.
Discounted gym membership	You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable).
Discounted gift cards	You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets.