

Job Title: Executive Assistant
Contract: Permanent, full time (35 hours per week)
Salary/Benefits: £30,040 - £31,621 per annum, depending on experience, plus a comprehensive employee benefits package.
Location: Currently the role is working remotely. LFS offices are based in Covent Garden, London WC2H 9UB.

Job Summary

This is an exciting opportunity for the right candidate to support our leadership team and work with our accomplished staff to nurture talented post-graduate students at a prestigious film school.

The Executive Assistant coordinates the administrative, organisational, and certain office management functions of London Film School (LFS). They provide administrative support and diary management to the Director/CEO and COO. Integral to the role is effective communication, trust and the ability to multi-task whilst maintaining absolute attention to detail.

You will enjoy working in a fast-paced and creative environment, building on your extensive experience providing executive support to Director/CEO level. Ideally you will have gained an insight into higher education or film/TV from previous employment but this is not essential. You will be comfortable arranging and supporting meetings, with agendas, logistics and minute taking. You will want to utilise your excellent customer service skills and enjoy the challenge of developing new ways of working. As a confident communicator, you will be comfortable working collaboratively and relish the opportunity to work with staff, students and external stakeholders.

For further details about the role please visit our website <https://lfs.org.uk/who-we-are/jobs-at-lfs> where you can download a copy of the job description, person specification, our application form and equal opportunities monitoring form.

We offer a highly competitive staff benefits package including 30 days leave per annum (pro rata for part-time staff), employer matched contributory pension scheme (4%), season ticket and hardship loan schemes, up to 18 days professional development leave per academic year (pro rata for part-time staff), cycle to work scheme and Employee Assistance Programme.

How to apply

To apply, please download and complete an anonymous application form plus the Equalities monitoring form, and email it to recruitment@lfs.org.uk by 9am on Tuesday 04 May 2021. Interviews will take place w/c 10 May 2021.

Applicants must be able to provide proof of their ongoing right to live and work in the UK.

LFS is an equal opportunities employer.

Whilst all applicants will be judged on merit alone, we especially encourage applications from people who identify as disabled and/or identify as LGBTQIA, black, Asian or are from minority ethnic backgrounds as these groups are under-represented at all levels of staff at LFS.

NO AGENCIES PLEASE

We reserve the right to close this advert as soon as sufficient applications are received, therefore candidates are advised to submit their application as soon as possible.

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, most recently named in The Hollywood Reporter Top Film Schools 2020.