B__S__R
BRITISH SCHOOL AT ROME

Admin/Front Desk Assistant

Part time 60% (24 HH)

The British School at Rome (BSR) — the largest of the British International Research Institutes — is a centre of interdisciplinary research excellence in the Mediterranean supporting the full range of arts, humanities and social sciences. It creates an environment for work of international standing and impact from Britain and the Commonwealth, and a bridge into the intellectual and cultural heart of Rome and Italy.

We are seeking to appoint a self-motivated and efficient person to cover the Front Desk at the main entrance to the British School at Rome. The successful candidate will support the Residence and Estate Manager in the areas of: (1) reception and residence duties; (2) tasks related to Academic Events; and (3) general administrative support. Excellent written and spoken English, with very good Italian, are essential for this role.

This is a part-time post (24 hours per week), based in the BSR's Rome office, in Via Antonio Gramsci 61.

Application

Applications — which should include a completed application form, a letter of application (one to two sides, explaining how your skills and experience are relevant to this post) and a *curriculum vitae* — should be sent as Word documents or pdfs to **HRManager@bsrome.it.** For further particulars, see http://www.bsr.ac.uk/about/staff-and-fellows/vacancies.

Closing date for applications: noon (CET) Friday 18 November 2022

Admin/Front Desk Assistant

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We are seeking to appoint a self-motivated and efficient person to cover the Front Desk at the BSR Building's entrance. The successful candidate will also give support to the Residence and Estate Manager in the areas of: (1) reception and residence duties; (2) tasks related to Academic Events; and (3) general administrative support. Excellent written and spoken English, with very good Italian, are essential for this role.

Conditions of employment:
This is a post (24 hours per week – 8 hours for 3 weekdays to be determined), based in the BSR's Rome headquarters, in Via Gramsci, 61 – 00197, Rome. The successful candidate will be expected to live in Rome and work at the BSR.

Start date: January 2023 (at the latest)

The main duties and responsibilities will be:

- responding to telephone enquiries and visitors
- assisting with the pre-arrival and arrival requirements of new residents
- responding to general enquiries and requests for assistance from residents
- maintaining records of residents, and entering information on the database
- preparing information for residents
- recording charges and billing residents
- liaising with couriers
- keep various calendars up to date
- assisting with Event logistics
- maintaining and updating mailing lists
- assisting with scheduling of meetings and events
- other administrative tasks as requested

Although these are the initial duties of the post, it is not a comprehensive or exhaustive list and may be varied from time to time by the Residence and Estate Manager (line manager) in collaboration with relevant colleagues, in consultation with the post-holder, also taking into account the particular experience and skills of the post-holder.

Main skills and experience required

Essential
- English mother tongue and very good in Italian.
- Excellent IT skills
- Excellent communication skills
- Demonstrable accuracy and attention to detail
- Ability to work as part of a team
- Willingness and ability to be flexible

Desirable

- University degree or equivalent
- Previous experience as a receptionist
- General interest in the areas in which the BSR is active

General conditions

All data supplied by applicants will be used only for the purposes of assessing their qualifications and determining their suitability for the post. They will be held in accordance with the principles of the General Data Protection Regulation and the BSR's data protection and retention principles. You can find our Privacy Policy here: https://bsr.ac.uk/privacy-policy

Applicants should have evidence of their eligibility to work in Italy.

How to apply
Applications — which should include a letter of application (no more than two pages) outlining the applicant's reasons for applying; a curriculum vitae with relevant qualifications and job experience, plus language skills; and the names, addresses and email addresses of two academic and/or library referees and a curriculum vitae — should be sent as Word documents or pdfs to HRManager@bsrome.it.

Closing date for applications: noon (CET) November 18th Interviews will be held in Rome or by zoom, depending on where the candidate is based.

The appointment will be subject to the receipt of satisfactory references after the interview.

Equal opportunities
The British School at Rome is committed to a policy of equal opportunities in its appointments and awards policy and in the way it offers access to all its facilities and services. The object of the policy is to ensure that no applicant or awardee is treated more or less favorably than any other on grounds of (for example) race, colour, gender, religion, marital status, social background, disability, and age (except where the conditions of an award specify otherwise).
You can find our Policies here: https://bsr.ac.uk/about-us-governance

Access policy

It is the policy of the British School at Rome to offer full or equivalent access to all users. The School aims to support full participation by residents in all aspects of its academic and social life. The BSR is a small institution but will make available its resources, staff and equipment to address the needs of staff, awardees or visitors with disabilities, wherever it can.