

## **Programme Assistant**

**Salary Range - £26,000 - £28,000**

**9 months Fixed Term Contract**

**1st August 2025**

Are you passionate about education, multiculturalism, and delivering exceptional service? Join ESCP Business School—the world's oldest business school and a leader in European, multicultural business education—as a Programme Assistant at our vibrant London campus.

### **About the Role**

As a Programme Assistant, you will play a crucial role in the successful delivery of one or more of our full-time degree programmes. Working closely with the Programme Manager and Associate Head, you'll be involved in the end-to-end coordination of academic programmes, ensuring a seamless experience for both students and faculty.

### **Knowledge, Skills and Experience**

#### **Essential Requirements**

- Administration experience within higher education
- Experience interacting with students
- Excellent communication skills, both written and oral
- Excellent organisational skills

#### **Desirable Requirements**

- Knowledge of student record databases and e-learning platforms

### **Main Duties and Responsibilities**

- Maintain students' personal and academic status information as required and update databases
- Participate in the organisation of students' workshops and events as required
- Processing and responding to student queries, including preparing timetables, managing student seminars, and assisting with student registration and inductions.
- Support the Academic Director for all academic boards, producing the requested documentation;
- Support and liaise with faculty and guest speakers
- Support Quality management processes, including the coordination of the work of internal and external examiners as requested by the Quality Department
- Any other duties related to programme management

### **What can ESCP offer you?**

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after a successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with the manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

### **Application details**

Applicants should submit a CV to our Human Resources Department at [UKRecruitment@escp.eu](mailto:UKRecruitment@escp.eu). Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status. We base all our employment decisions on merit, job requirements and business needs.

For more information about the School please visit our website on [www.escp.eu](http://www.escp.eu)