



Studio Assistant



Job Description & Person Specification

Buttress

January 2026





**Architecture for
an equitable
tomorrow.**



Cultural Manifesto

We are people, designing spaces for people.

We are highly trusting of the people we work with, supporting them to bring their full creative potential to bear on our work as part of a team. We respect their skill and craft and value their unique perspective; always measuring success by how spaces feel to those who use them.

We deliver timeless buildings.

For both new-build and heritage projects, we use our deep knowledge, thoughtfulness and attention to context, to produce work that endures. This includes honouring the natural world, our home under threat. A perspective maintained across the whole development process end-to-end irrespective of fashion.

We design with meaning and integrity.

Conceiving spaces and places of meaning and endurance is our real expertise. It takes deep knowledge of people and places they have loved for hundreds of years. To look down the road ahead, and at the challenges of the day, you need to combine creativity and skill, problem-solving and curiosity.

We are super collaborators.

Our clients have diverse perspectives and requirements. We seek to understand all of them in our process to shape the best spaces, to meet people's needs, and build a sense of community. We excel in cooperative teamwork; embracing the wide variety of skills and personalities available to us.

We are driven by the creative potential of the future.

We are a company with heart, driven by hope, supporting one another to grow through challenge. Believing that together we will shape a better world. Where all can live well with dignity, where we inspire good in one another.



Studio Assistant

Reports to:

Studio Manager

General Role:

The Studio Assistant plays a key part in ensuring the studio is organised, welcoming and well-supported. You'll work closely with the Studio Manager and act as a dependable point of coordination for studio operations and leadership team administration.

This role is part-time (4 days per week) and office-based, reflecting the importance of presence, collaboration and day-to-day connection within the studio.

Key Responsibilities:

Reception & Front-of-House

- Welcome visitors and callers, creating a positive first impression
- Maintain a tidy, professional reception and meeting spaces
- Service meetings with tea, coffee, and light refreshments as required
- Manage phone lines and answer enquiries clearly and professionally

Studio & Operational Support

- Day-to-day coordination including post, couriers, office supplies, and consumables
- Assist with travel and accommodation bookings for staff and visitors
- Support weekly studio inspections and flag maintenance, health & safety, or housekeeping issues
- Carry out minor housekeeping tasks such as replenishing supplies, emptying dishwashers, or buying essentials
- Maintain a calm, organised, and welcoming studio environment

Leadership Team & Admin Support

- Provide administrative support to the Studio Manager, including covering duties during periods of absence
- Manage shared inboxes, calendars, and meeting room bookings
- Prepare meeting packs, take minutes, and maintain action logs as needed
- Maintain up-to-date contact databases
- Assist with research tasks, obtaining quotes, and preparing documents
- Coordinate meetings and assist with preparation

Training & CPD Support

- Coordinate CPD sessions and other internal training events

Maintain attendance records and provide basic reporting



Skills, Knowledge & Experience:

Essential:

- Previous experience supporting a studio, office, or professional services environment
- Highly organised, reliable, and proactive
- Practical, hands-on, and comfortable juggling different tasks
- Communicates clearly and professionally with people at all levels
- Handles confidential information with care and discretion
- Enjoys being helpful, visible, and part of a team

Studio Standards and Policies:

To assist in the operation of the Integrated Management System, encourage others to do so and contribute to its ongoing evolution.

Other Duties:

From time to time the company may make reasonable requests for you to undertake duties not necessarily covered in the above.