



Timetabling Officer

Job Description

POSITION OVERVIEW

Reporting to	:	Timetabling Manager
Location	:	Bloomsbury, London
Term	:	Full-time; permanent
Salary	:	£25,000 to £29,000
Start	:	Immediate
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

Summary

This role would suit a student services administrator who is looking to move into timetabling administration, or a timetabler with limited experienced looking to progress in this area.

This role has administrative responsibilities toward the preparation and maintenance of the College's timetable. To ensure the production of a timely and accurate timetable across a suite of programmes, such as study abroad (one or two semester), undergraduate degree and postgraduate degrees.

This role requires excellent organisational ability in all aspects of planning and timetabling production and works closely and collaboratively with departments across the College.

DUTIES AND RESPONSIBILITIES

- To contribute to the production, delivery and maintenance of the College's timetable, including, but not limited to classes, co-curricular and extra-curricular events, examinations, within agreed timescales making full use of the functionality of the timetabling software.
- To collect and interpret timetable data from departments and across programmes.
- To analyse and manipulate data to achieve desired results as stipulated by the College e.g. to determine the degree of utilisation and increase efficiencies
- To maintain and adapt the timetable to adjust to internal and external requirements and pressures.
- To anticipate and work to prevent timetable-related problems that could have serious consequences, such as negatively impacting the student experience or non-delivery of teaching hours.
- To identify and resolve difficulties in relation to student and/or staff timetables.
- To ensure timetable data, including classes and resources, are accurate, complete and available to all parties.
- To assist students and staff with room booking requests, such as committees, one-off meetings, society events, guest speaker events etc.
- To provide advice and support to students and staff on their timetables, including providing group and one-to-one training sessions to all members of the College.
- To ensure room resources adequately meet the requirements of the mode of delivery, which may be subject specific, but may also relate to the individual needs of the faculty and students, such as whiteboard, AV and other equipment provisions.
- Monitor registers taken by faculty, making sure they are up to date and making necessary amendments as required.
- Creating regular attendance reports and analysis of attendance data, ensuring compliance with the attendance policy, whilst keeping staff apprised of absences.
- Arranging attendance meetings between faculty and students in line with College policy.

OTHER DUTIES

- Providing support to the wider administrative team during busy periods and appropriate to skillset, and undertaking other duties as assigned by management.
- Foster a positive work environment with a good team spirit, including the wider support teams, with student experience at the forefront of all efforts.

PERSONAL SPECIFICATION

- Strong interpersonal and intercultural communication skills as well as a positive attitude (essential)

- A strong administrator with excellent IT skills across Microsoft products: Word, Excel, Adobe, and Powerpoint (essential)
- Experienced administrator of Virtual Learning Environments (VLE, LMS etc.), Student Information Systems etc.
- Experience of timetabling or complex scheduling and timetabling systems (desirable)
- Experience in a support role within a University or academic setting (essential)
- Experience with U.S. student demographic (desirable)
- Bachelor's degree required

Application Process

Applications should be made via [this link](#) by midnight, 13 April 2020. Please reference your application "TO0220". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role.