

**Role: Timetabling Coordinator**

**Department: People & Business Operations**

**Location: Head Office plus various company sites to meet the needs of the role**

**Accountable to: Timetabling & Data Manager**

### **Function of role**

Working with the Timetabling and Data Manager, you will lead the development of a consistent, high quality, learner focused timetabling function, leading to the set-up and delivery of timetabling processes. You will have particular responsibility for the production and publication of the Companies timetable by scheduling teaching activities, taking a proactive approach to effective gathering and manipulation of timetabling-related data (staff, learner and venue availability/suitability and curriculum delivery structures) and assuring its quality.

The Timetabling Coordinator will possess excellent interpersonal, communication, and negotiation skills, you will work collaboratively with colleagues to understand timetabling needs, with an ability to negotiate effectively to mitigate competing demands across the institution, advising on resolution methods.

You will be a source of expertise and guidance to staff and students, providing support on a day to day basis. You may be required to provide training to staff as part of the Company's induction and as designated by the Timetabling and Data Manager.

In the longer term your role may include direct and matrix line management responsibility.

### **Accountabilities**

Creating, changing and deleting sessions on the planned and live timetables, and overseeing the input of adding, deleting and changing sessions by identified business services staff.

Be responsible for the weekly publishing of the timetable to all staff

Provide data relating to all elements of the timetable and associated processes including existing demand and staff availability to support the work of the Timetabling and Data Manager

Ensure the updates of adhoc day to day changes on the live timetable, and produce a weekly change report for all learning managers.

Coordinate and maintain the learner data on the timetable system, and other data systems for all areas of R.E.A.L.

Contribute to the staff availability list on a weekly basis

Maintain records of plan to plan and live to live changes, and ensure holiday patterns and starter/leaver data is accurate and up to date

Maintain, implement, and analyse timetable requests, changes and reductions of sessions for learners

Support innovative deployment which takes account of persistent non attenders and assign dual learners to staff to take account of such situations

In conjunction with the Timetabling and Data Manager you will provide advice and consultation to HR in order to process flexible working requests, intercompany staff transfers, notice period constraints and new employees.

Provide a proactive role at referral panel and resource forecasting meetings; informing interdependent service areas of staff availability, level of staff demand and locality required

Develop and maintain a forward forecast which predicts trends and enables company growth and advance planning for referrals and recruitment

To be the central point of knowledge for staff, regarding timetables across each locality (partial)

Working alongside the Timetabling and Data Manager to support the evolution of the timetable system, via the project specification documents or development work undertaken by ICT support services.

Fulfil the end of year process for collection, analysis and consultation of the Y11/P16 leavers, to inform the future capacity, business growth and creation of the next academic years timetable.

Lead the collection of relevant data to inform end of year reporting.

### **Key values and ethos of organisation**

Trust

Innovation

Achievement

## Person Specification

**Role:** Timetabling Coordinator  
**Department:** People & Business Operations  
**Location:** Head Office plus various company sites to meet the needs of the role  
**Accountable to:** Timetabling & Data Manager

<b>Knowledge</b>	<u>Essential</u>	<u>Desirable</u>
Knowledge of the key role that alternative education plays in the lives of children and young people in the UK.	X	
An understanding of the challenges faced by Learners with SEN/D, Autism and additional learning needs.	X	
Knowledge of the constructs of an academic timetable.		X
<b>Experience</b>	<u>Essential</u>	<u>Desirable</u>
Previous experience of providing administrative support or coordination of an academic timetable.		X
Working in a forward facing customer service role within an educational setting.		X
Processing and management of confidential information.		X
<b>Skills</b>	<u>Essential</u>	<u>Desirable</u>
Ability to approach tasks holistically with a solutions based thinking	X	
Strong communication skills - written and spoken	X	
Ability to analyse data identifying key trends to influence future plans		X
Ability to multitask and prioritise workload independently.	X	
<b>Education and Training</b>	<u>Essential</u>	<u>Desirable</u>
Level 3 Business Administration or equivalent qualification.		X
Proficient IT skills, in particular the ability to handle complex electronic diaries and emails, the wider Google Office suite of programmes.	X	
<b>Qualities</b>	<u>Essential</u>	<u>Desirable</u>

<b>Knowledge</b>	<u>Essential</u>	<u>Desirable</u>
Knowledge of the key role that alternative education plays in the lives of children and young people in the UK.	X	
An understanding of the challenges faced by Learners with SEN/D, Autism and additional learning needs.	X	
Knowledge of the constructs of an academic timetable.		X
<b>Experience</b>	<u>Essential</u>	<u>Desirable</u>
Must hold a UK Driving Licence and have access to a road-worthy vehicle	X	
Understand the importance of adhering to the organisation's policies, procedures and practices	X	
Be driven to provide positive outcomes to children, young people and vulnerable adults	X	
Willingness to undertake an enhanced DBS check and Social Media check.	X	

***Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application***