****

**JOB DESCRIPTION**

**Job Title:** Timetabling and Resources Assistant

**Reports to:** Director

**Overall Responsibilities:**

* Operation of the College timetable and room booking system.
* Providing guidance and support to Heads on timetabling system.
* Administrative support for Curriculum Directors.

**Main Duties:**

1. To use the College’s electronic timetabling system, plan, develop, input, implement and monitor timetabling for College courses in conjunction with agreed curriculum plans.
2. Support the Timetabling and Resources Analyst to train and support Curriculum Heads/teams on the timetabling system and room booking system.
3. To support curriculum areas by inputting and checking timetables as required, in line with the agreed timetabling guidelines.
4. Ensuring that all timetables and curriculum plans are accurate by conducting a series of audit checks in conjunction with curriculum teams.
5. To ensure that all teaching and room use undertaken at the College, at all sites, is included and accurately recorded on the College’s Timetable and Rooming system including spot checks and audits of capacity, resources and equipment.
6. To provide a central room booking service for all internal events held at the College sites and to liaise with Bedford College Services with regards to room availability for external events.
7. To undertake administrative support for Curriculum Directors.
8. To provide curriculum administrative support to cover any short term gaps or holiday.
9. To undertake any other associated duties as determined by your line manager.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

The post can be based at any of the main college campuses (Bedford, Kettering, Corby or Wellingborough). The post holder will be required to work across the whole of the Bedford College Group and to travel to campuses across Bedfordshire and Northamptonshire occasionally, as required.

**November 2021**

# cid:image001.jpg@01D32AC7.CC1086D0

# PERSON SPECIFICATION

**Job Title:** Timetabling and Resources Assistant

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Level 3 qualification * English and mathematics or similar at GCSE grade A-C or equivalent or willingness to achieve English and mathematics Level 2 within one year * Advanced Microsoft Office Skills | * Safeguarding training * Equality and diversity training * ECDL or ITQ Level 3 or equivalent * Level 4 or above in Administration, Business or IT qualification |
| **Knowledge/ Experience** | * Experience of accurate data input * Evidence of high performance in previous roles/jobs * Experience of working effectively with people from diverse backgrounds * Evidence of understanding how to promote equality and diversity within the job role | * Experience of a variety of curriculum and teaching models in an education setting  1. Experience of conducting training and support 2. Experience of working effectively in a customer focussed environment 3. Experience of timetabling at a Further Education College or School 4. Experience of developing and producing a range of reports to inform management decisions making 5. Evidence of understanding how to promote equality and diversity within the role |
| **Skills/Abilities** | 1. Ability to work in line with our Values of   Student Focus  High Performance  Respect, Openness, Honesty  and explain how this relates to the job role   1. Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution 2. Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times 3. Excellent communication and interpersonal skills 4. Ability to work effectively and confidently face to face, remotely and in writing 5. High level analytical and IT skills 6. Meticulous attention to detail and accuracy 7. Ability to assess and organise limited resources to ensure optimum utilisation 8. An enthusiastic approach and the ability to work under pressure and meet tight deadlines through effective time management 9. Ability to prioritise tasks and manage multiple projects at one time, working flexibly as required 10. Ability to work undirected within guidelines 11. Ability to be assertive, respond effectively to problems and negotiate to achieve the best outcomes |  |
| **Special Requirements** | * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns  1. Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  * Have the tools and equipment to work remotely efficiently * Willingness continuously to update skills and knowledge  1. Flexible approach to work and working times 2. Willingness to travel to and work at all locations where we provide a service 3. Awareness of health and safety requirements relevant to the job |  |

November 2021