

## JOB DESCRIPTION

JOB TITLE:	Timetable Analyst
DEPARTMENT:	Information Services Support
RESPONSIBLE TO:	Information Services Support Manager
HOURS:	37
RESPONSIBLE FOR:	Timetable Assistant
PURPOSE OF JOB:	To provide an effective and comprehensive delivery of timetables for Chelmsford College including teaching, commercial activity, examinations and assessments

### **Main Tasks and responsibilities:**

- 1 Main Tasks
- 2 General Responsibilities

### **1. Main Duties**

- a. To deliver and develop the academic timetable using data from the College's Management Information System and integrating wider information systems (for example attendance registers, assessments, and examinations)
- b. To negotiate with key academic and business support staff to enable the delivery of an efficient and effective curriculum timetable within the confines of the available resources
- c. To organise and manage the collection of relevant data from academic staff and work with the Timetable Assistant to analyse, input and manipulate data to achieve desired results
- d. To support the Timetable Assistant, contributing to the efficiency of the department as a critical professional services function
- e. To identify and resolve issues which arise in relation to student and/or staff timetables and, to anticipate and work, to prevent problems which could occur

- f. To liaise with academic and other business support staff to allocate and confirm room bookings for examinations, ad hoc meetings, internal and external events and to ensure these are clearly communicated to the relevant departments of the College
- g. To ensure the data held in the timetable system is accurate, robust and complete, and available to stakeholders, as required
- h. To develop and enhance relevant policy, procedure and processes linked to timetabling across the College
- i. To support the College events programme including showcase evenings.

## **2. General responsibilities**

- a. To contribute to the attainment of the College's strategic objectives, as appropriate
- b. To comply with all College policies, procedures, practices and rules as may be made from time to time.
- c. To take an active part in staff development and progress reviews.
- d. To undertake such other duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your present place of work or any other establishment for which the College provides services.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

# **BENEFITS OF WORKING AT CHELMSFORD COLLEGE**

Why work for us? We offer our staff the following:

## **Work Benefits**

- Generous annual leave entitlement - 50 days for academic staff
- Special Leave provisions
- Work From Home:
  - Academic: 20 days per year
  - Business Support: Agreed with Line Manager
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Staff Recognition Awards
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

## **Health Benefits**

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest
- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

## **Financial Benefits**

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers' Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.

- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon - The Princes Salon

### **Professional Development Benefits**

- Excellent professional development opportunities - including 10 professional development days each year
- Back to Floor Days 1.5 days per year
- Free membership to on-site library/learning centres