



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION: TIMETABLING ADMINISTRATOR**



<b>Job Title</b>	Timetabling Administrator
<b>Grade/Salary</b>	Band 2 - Point 3-5 £4,175.50 - £4,338.73
<b>Hours</b>	10 hours per week/190 days per year Monday – Friday 07.45am – 09.45am
<b>Date Required</b>	September 2020
<b>Closing Date</b>	Friday 5 June 2020 at 09.00 am
<b>Interview Date</b>	To be confirmed
<b>Reporting To</b>	Manager in charge of Timetable, Options and Cover / Heads of Departments as appropriate.

#### **About the School**

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

#### **Details**

We seek a committed and enthusiastic administrator to work for our Timetable/Cover Department. Full details of the person specification can be found on the attached document. Administration experience is required and school experience is preferred.



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### **Specific Responsibilities**

1. To organise and record staff cover, using Sims' Cover Module.
2. Ensure that the allocation of "cover" is in line with agreed school policy.
3. Assisting in the preparation of periodic reports to Cover Manager re monitoring of staff absence and staff cover.
4. Assist with the input of option and timetable data.
5. To help maintain accuracy in student and staff timetable data throughout the year.
6. To assist in the distribution of timetables to students and staff throughout the year.
7. To maintain the Conference Room booking system.

### **General Responsibilities**

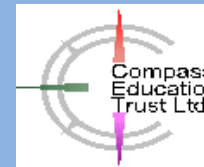
1. To use word processing and other software packages to produce documents/letters/reports etc. as required.
2. To receive and deal with enquiries or messages by telephone, or in person, from students, staff, parents and external agencies.
3. To use, where appropriate, the school's computerised records and databases to access/process information.

### **Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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**PERSON SPECIFICATION: TIMETABLING ADMINISTRATOR**



Category	Essential	Desirable
Application	<ul style="list-style-type: none"> <li>• Application form completed to a high standard</li> <li>• Supportive references</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• GCSE grade C/5 (or higher) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• GCSEs (other than English &amp; Maths) or A Levels</li> <li>• Secretarial / administrative qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role</li> <li>• Experience of a pressured work environment</li> <li>• Experience of client facing work</li> <li>• Experience of ordering supplies and managing budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children/ young people</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Willingness to undertake required training</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant training</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Experienced user of Word, Excel and Powerpoint</li> <li>• Experienced user of email (mail merge etc)</li> <li>• Good telephone manner</li> <li>• Organisational and time management skills</li> <li>• Good oral and written communication skills</li> <li>• Ability to demonstrate tact and sensitivity in difficult or stressful situations</li> <li>• Use of initiative and ability to prioritise effectively</li> <li>• Ability to assess and resolve problems independently and to exercise good judgement re the referral of more serious or complex problems to appropriate manager for advice or guidance</li> <li>• Ability to deal with conflicting demands and interruptions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in use of SIMS database</li> <li>• Experience in use of NOVA system</li> </ul>
Special Knowledge		<ul style="list-style-type: none"> <li>• Understanding of school organisation</li> <li>• Understanding of Safeguarding &amp; Child Protection</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Self-starter with ability to use initiative</li> <li>• Ability to demonstrate enthusiasm and sensitivity when dealing with others</li> <li>• A caring attitude towards students and parents</li> <li>• Evidence of ability to build good working relationships across teams</li> <li>• An understanding of the need to respect confidentiality</li> </ul>	