

## MOULSHAM HIGH SCHOOL



### JOB DESCRIPTION

<b>POST</b>	Timetable and Operations Manager.
<b>SALARY POINT</b>	<b>Band 4 Point 24 Band 5 Point 33</b>
<b>WORKING HOURS</b>	37 hours a week (7am -3.30pm Monday to Thursday, 7am - 12.30pm Friday) x 40 weeks a year. This includes 5 days in the summer holiday.
<b>RESPONSIBLE TO</b>	Deputy Headteacher (Quality of Education)

#### **Key Responsibilities**

##### **A. The Production, Implementation And Maintenance Of The School Timetable:**

- Construct the school timetable for Years 7-13, using the Edval software (training will be given if needed).
- Maintain and update the timetable throughout the school year proactively and accurately.
- Advise the Deputy Headteacher (Quality of Education) of difficulties in relation to student and staff timetables and resolve these.
- Determine the option blocks for KS4 and KS5 options choices.
- Room the finished timetable.
- Upload the timetable into Arbor (training will be given if needed) and check pupil timetables.
- Consult with Heads of Faculty regarding the allocation of classes to staff.

##### **B. Managing Cover For Absent Teaching Staff (Long And Short Term):**

This responsibility will be held at least during the current long-term absence of the existing cover manager.

- Ensure suitable cover is in place for both emergency and planned teaching staff absence, reporting daily to the Deputy Headteacher (Quality of Education).
- Make appropriate short and long- term supply staff bookings, ensuring costs are best value.
- Assist with the reporting of staff sickness and absence trends.
- Responsible for appropriate documentation to ensure legal checks are in place for all supply staff on site.
- Meet and induct all teaching supply staff.

- Send out the daily cover list to staff.
- Process the timesheets and invoices for teaching supply staff.
- Monitor the cover budget.
- Line management of the cover supervisor.
- Keep records of cover completed by individual staff to ensure that the Bridge Academy Trust's 'Rarely Cover' policy is adhered to.
- Act as the main point of contact for staff regarding cover matters.
- Monitor the effectiveness of supply staff, informing the Deputy Head (Quality of Education) of any concerns.
- Inputting 'Leave of Absence' requests approved by the Headteacher in advance so that cover can be planned for and managed in an effective manner.

### **C. All Day- To- Day Operations Required To Ensure The Smooth Running Of The School:**

This is by no means a definitive list of duties but these are likely to include:

- Ensuring that first aiders have up to date training.
- Staff duty rota for before/after school, break and lunchtime.
- Schedules for such events as student photographs and vaccinations.

### **NOTE:**

All staff at Moulsham High School are expected to:

- participate in the performance and development review processes, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding Policies can be found on the school website: [www.moulshamhigh.org](http://www.moulshamhigh.org)

This post is subject to an enhanced DBS check and is not suitable for anyone who has been barred in any way from working with children.

(July 2022)

## PERSON SPECIFICATION

### POST: TIMETABLER AND OPERATIONS MANAGER

Qualities and Attributes	Essential	Desirable
<b>Qualifications</b>		
Minimum of grade C/grade 4 in G.C.S.E. maths and English.	√	
Educated at least to A level or equivalent.	√	
<b>Experience</b>		
Experience of working in an educational or similar setting.	√	
Experience of making contact and dealing with external agencies.	√	
Demonstrable experience of timetabling.		√
<b>Knowledge / Skills</b>		
Excellent numeracy and literacy skills.	√	
The ability to work under pressure remaining calm at all times.	√	
The ability to be sensitive, diplomatic and tactful, especially when dealing with more sensitive causes of staff absence and always maintaining confidentiality.	√	
Knowledge of timetabling software packages.		√
High level of competence with Office 365, including Microsoft Excel.	√	
The ability to monitor a budget so that expenditure shows value for money and there is no overspend.		√
Efficient meticulous organisational skills.	√	
Innovative and creative approach to problem solving.		√
An ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
Excellent written and oral communication skills.	√	
<b>Personal</b>		
The ability to prioritise and manage a varied workload.	√	
Commitment to own professional development.		√
<b>General</b>		
Professional Dress.	√	
Excellent attendance and punctuality.	√	