

JOB DESCRIPTION

JOB TITLE:	Timetable Assistant
DEPARTMENT:	Information Services Support
RESPONSIBLE TO:	Information Services Support Manager
HOURS:	37
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To record and provide accurate up-to-date timetables for academic & associated activities

Main Tasks and responsibilities:

- 1 Administrative Duties
- 2 General Responsibilities

1. Administrative Duties

- a. Work as directed, contributing positively and effectively to the efficient running of the timetabling department
- b. Use College Management Information Systems to obtain and transfer data for use in producing timetables
- c. Use College software to input information supplied by Curriculum Managers to produce timetables for individual Programmes of Study
- d. Make ad hoc accommodation bookings for internal and external customers
- e. To support College events programme including showcase evenings.
- f. Receive enquiries and messages and deal with all internal and external communications effectively and efficiently in a confidential manner.

2. General responsibilities

- a. To provide support for the Timetable Analyst
- b. To contribute to the attainment of the College's strategic objectives as appropriate.
- c. To comply with all College policies, procedures, practices and rules as may be made from time to time.
- d. To take an active part in staff development and progress reviews.
- e. 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