

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds Conservatoire/ University Centre
Core Job Role:	Member of HE Registry Team, within the Quality and Standards Directorate
Job Title:	Timetabling Administrator
Reports to:	Timetabling Manager
Grade	B
Date of compilation:	22/05/24

ROLE SUMMARY:

This highly motivated Timetabling Administrator will work with the Timetabling Manager and other Timetabling Administrators to create, publish and maintain individual personalised timetables for higher education students, staff and courses at Leeds Conservatoire and/or University Centre Leeds.

The Timetabling Administrator will also support with the processing and confirmation of student room bookings, facilitating bookings and space requirements for other colleagues and departments such as Events, Short Courses, Estates and Marketing and answering enquiries that we receive via our Helpdesk, by email, telephone and in person.

SPECIFIC ROLE RESPONSIBILITIES:

1. Take a proactive approach to assisting the Timetabling Team with the creation, publication and maintenance of student and staff timetables for HE teaching provision using, for example, CELCAT timetabling software.
2. Ensure that all students and staff receive a complete, accurate and clash-free timetable by the agreed deadlines.
3. Use initiative to solve issues as they occur, for example scheduling conflicts or room availability limitations.
4. Communicate timetable changes in a timely, professional and clear manner to all affected parties.
5. Be responsible for scheduling and maintaining non-teaching bookings, including but not limited to: exam and audition block bookings, short courses teaching, open day events and the institution opening hours.

6. Assist with the processing of room booking requests for non-teaching activity such as practice, band, rehearsal and specialist rooms, using timetabling software such as CELCAT, in accordance with institution rules regarding specific rooms and/or tailored student allowances based on course/pathway.
7. Be responsible for monitoring and following up the non-completion of teaching registers and student absence recording on CELCAT, both of which support the attendance monitoring processes.
8. Assist with the creation and updating of documentation, training materials and user training, including but not limited to: register marking for staff and room booking procedures and using room booking software for both students and staff.
9. Make suggestions regarding improvements as and when appropriate.
10. Contribute to the customer service offered by the Registry team by providing responses to student enquiries and other unit functions as required.
11. Deputise for the Timetabling Manager as required, for example during annual leave periods.

CORE RESPONSIBILITIES:

1. Attend and contribute to team meetings, planning days and other departmental staff events, sharing information and best practice.
2. Liaise with external agencies as required.
3. Represent higher education on relevant cross-group committees/forums.
4. Engage in policy development and review activities.
5. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.
6. Run focus groups and surveys to gather staff, student and other stakeholder feedback to inform planning and development of resources.
7. Participate in open days, student activities, awareness arising events, and enrolment where required, which will involve occasional weekend and evening work.
8. Work flexibly as a member of the Registry team.
9. Provide information and data to enable timely reports to be collated.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Timetabling Administrator
Department	HE Quality and Standards

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Maths at Level 2 (Grade C/4) or above and a willingness to improve in one or both disciplines to level 3 or above	A
E	Q2. Educated to A Level standard (or equivalent qualifications)	A
Experience and Knowledge		
E	EK1. Proven, ideally work-based, experience and proficiency with Microsoft Office applications including: Excel, Outlook, Office 365 and Teams	A / I
E	EK2. Aptitude to learn new IT systems and software packages	A / I
E	EK3. Experience of data entry and working accurately with large sets of complex data	A / I
D	EK4. Experience of working in Higher Education	A / I
D	EK5. Experience of timetabling / resource scheduling activities using timetabling software such as CELCAT	A / I
D	EK6. Experience of delivering training, providing technical support or creating written guidance / procedural documentation	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent verbal and written communication skills	A / I
E	SC2. Excellent attention to detail with the ability to understand and retain complex information	A / I
E	SC3. The ability to work proactively and solve problems using initiative	A / I
E	SC4. The ability to concentrate and work accurately in a busy environment	A / I
E	SC5. Excellent organisational skills and demonstrable experience managing a varied and workload with changing deadlines and priorities with minimal supervision	A / I
E	SC6. Aptitude for team working	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I