

Role Description

Role Title: Timetable and Register Support Officer	Pay Grade: 5
Normal Place of Work: TBC	Line Manager: Timetabling and Register Manager
Normal Working Hours: 15.5hrs	Responsible For: N/A

ROLE PURPOSE

To support the delivery of high-quality teaching and the needs of learners, by working in partnership with Curriculum areas, to ensure the delivery of an efficient and effective timetable, which optimises funding and utilisation of resources and supports 100% attendance of all our learners.

To support the timely and accurate completion of registers, thus enabling accurate retention and attendance information.

PRINCIPAL ACCOUNTABILITIES

1. Assist Curriculum teams, in the design and production of course timetables, in accordance with the College's policies and procedures and Government funding regulations.
2. Process change requests relating to changes of timetables and student data / attendance, as requested by Areas of Learning.
3. Produce accurate data using reporting systems, databases and spreadsheets as required.
4. Follow up and resolve issues relating to the accuracy of timetables and registers.
5. Providing advice on funding issues and internal policies/processes relating to timetabling and the marking of registers.
6. To help undertake calling students with regards to attendance
7. Be responsible for using the College's electronic timetabling system (Prosolution).
8. To be responsible for the administrative support for register related queries, information and amendments, to ensure the College meets its audit and funding requirements.
9. Ensure a consistent and reliable internal room booking service, including working closely with the Exam Team to book appropriate room resources for central examinations and assessments.
10. Undertake data cleansing activities in relation to registers and timetables, and proactively identify and rectify any inconsistencies, thus ensuring robust and accurate data is available for College reporting and funding purposes.
11. To keep up to date with internal and external policies that may impact upon the accurate and efficient production of timetables and registers.
12. Provide invigilation support at times of peak workload (such as GCSE English / Maths days).
13. To contribute to the delivery of staff development in relation to timetabling and marking registers in Prosolution.
14. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
15. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
16. Work towards and support the College's vision and the objectives.
17. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
18. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
19. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
20. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
21. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.

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24. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
25. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

<input type="checkbox"/> Wider MIS	Working with the wider team to provide a high-level of service to all Provide a seamless support service to all
<input type="checkbox"/> Heads of Department / All Staff	Work closely with all members of City of Bristol College to provide support and guidance in relation to timetables, registers and room bookings.
<input type="checkbox"/> Timetabling and Register Team	Work collaboratively with all members of the team to ensure a positive and effective experience for all those interacting with the Timetabling & Register Team.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, respect, ambition and honesty

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE at levels A - C including Maths and English or equivalent	✓		AF/Cert
NVQ Level 2 related to duties of role or equivalent experience.	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
A good level of computer literacy	✓		AF/IV
Experience of working within a role related to the management and monitoring of data.	✓		AF/IV
Experience of working within a role requiring checking and validating data / information.	✓		AF/AT
Experience of working in a regulated environment.	✓		AF/IV
Experience of working within the educational sector.		✓	AF/IV
Experience of delivering presentations to small groups.		✓	AF/IV
Good understanding of how funding works within the FE environment.		✓	AF/IV
An understanding and commitment to equality and diversity.	✓		AF/IV
Ability to demonstrate strong organisational and administration skills.	✓		AF/IV
SKILLS AND ABILITIES			
Ability to follow regulations and to understand the importance of regulatory framework	✓		AF/IV/AT
Able to apply a high level of attention to detail and exceptional organisational skills within a busy environment.	✓		AF/AT/IV
Able to work ahead of deadlines	✓		AF/IV
Able to communicate effectively and professionally with all Staff and students	✓		AF/IV
Able to pro-actively problem solve and provide positive solutions	✓		AF/IV
Able to prioritise effectively and independently	✓		AF/IV
Possess strong IT skills	✓		AF/IV

Able to work both confidently as part of a team and proactively as an individual.	✓		AF/IV
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This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence.	✓		IV
You should be flexible and be able to work with a minimum of supervision.	✓		IV
A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed.	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed

Date