

## JOB DESCRIPTION

**Post:** Timetable, Cover and Census Manager  
**Grade:** H

<b>Post Title:</b>	<b>Timetable, Cover and Census Manager</b>
<b>Purpose:</b>	Support the smooth running of the school by providing efficient management of cover, timetabling and Census returns.
<b>Reporting to:</b>	Assistant Principal
<b>Responsible for:</b>	<ol style="list-style-type: none"> <li>1. Constructing and maintaining the timetable.</li> <li>2. Maintaining information to enable the Supply budget to be monitored.</li> <li>3. Arranging cover arrangements for absent colleagues, ensuring learning continues for students.</li> <li>4. Producing management information to support the Options process.</li> <li>5. Compiling and submission of Census returns.</li> <li>6. Maintaining information to enable the Alternative Education budget to be monitored.</li> </ol>
<b>Working Time:</b>	Full-time
<b>MAIN (CORE) DUTIES</b>	
<b>Timetable and Options:</b>	<ol style="list-style-type: none"> <li>1. Design and develop robust plans and procedures to ensure the timetable is implemented on time.</li> <li>2. Develop, produce and maintain management information on staffing allocations and requirements to enable Senior Management to make informed decisions on effective use of staff resources.</li> <li>3. Design and implement the timetable from the curriculum plan, using appropriate software and recommend to Senior Management optimum build solutions.</li> <li>4. Recommend solutions to Heads of Department to ensure efficient use of staffing and rooming for the department.</li> <li>5. Solve complex timetabling problems to minimise disruption to learning.</li> <li>6. Assign and maintain levels of study in appropriate timetabling software to ensure synchronisation with the Management Information System.</li> <li>7. Collate, enter and analyse Option choices of students from relevant groups.</li> <li>8. Use the Management Information System to create and maintain academic structures and student curriculum data.</li> <li>9. Carry out regular analysis and quality control checks on all data.</li> </ol>
<b>Cover:</b>	<ol style="list-style-type: none"> <li>1. Maintain cover data, monitor spend and provide regular and accurate forecasting against budget allocation.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Maintain accurate and up to date records of staff absence, ensuring that the information is kept confidential.</li> <li>3. Develop and produce management information on staff absence and design statistical reports for Governors and Senior Management.</li> <li>4. Manage cover on a day to day, planned and emergency basis minimising disruption to learning.</li> <li>5. Provide a room booking and change service, ensuring communication of changes to relevant staff.</li> <li>6. Give clear and accurate information to those providing cover as needed for them to work effectively, including induction for supply staff new to the college.</li> <li>7. Offer help and advice to those providing cover when this is consistent with your other responsibilities.</li> <li>8. Provide feedback to relevant parties about the effectiveness of cover arrangements.</li> <li>9. Identify and share information on opportunities for improvement in cover arrangements.</li> </ol>
<b>Census:</b>	<ol style="list-style-type: none"> <li>1. Support the Assistant Principal in the preparations for submission of Census and other statutory returns, ensuring all data has been verified by the relevant Senior Managers.</li> </ol>
<b>Other Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Maintain data for Alternative Education placements, monitor spend and provide regular and accurate forecasting against budget allocation.</li> <li>2. Provide a minute taking service for Governor sub-committees.</li> </ol>
<b>Other General Duties:</b>	<ol style="list-style-type: none"> <li>1. Play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>2. Participate in all aspects of training and development.</li> <li>3. Comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.</li> <li>4. Comply with Council's/College's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.</li> <li>5. Comply with the Council's Data Protection Policy/legal requirements.</li> </ol> <p>This post is subject to Disclosure. Responsible for safeguarding and promoting the welfare of children.</p> <p>The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.</p>