



FASHION RETAIL ACADEMY

Job Description and Person Specification

Job title:	Timetable Coordinator
Level:	Coordinator
Accountable to:	MIS & Registry Manager
Key relationships:	Curriculum, Principal's Office, Human Resources
Hours:	37
Salary:	Circa £29,000 DOE

About the Academy:

The Fashion Retail Academy (FRA), founded in 2005, is the UK's leading educational institution specialising in fashion and retail education. We have charity status and make it our mission to inspire and develop talent for a specialist career in fashion retail. Recently the FRA became the only post-16 education provider in London, and third nationwide, to be awarded an Ofsted Outstanding under the current inspection framework.

Purpose of the role:

The Timetable Officer's role ensures that teaching activities taking place across the Academy is strategically coordinated in order to enable academic and support staff have access to the space they need, while balancing efficient use of resource and the student experience. The post holder will be instrumental in managing the quality assurance of information and data around curriculum planning and resource allocation and a continual source of advice on resourcing decisions.

Key responsibilities:

Coordination

- Play a key role in articulating resource availability and constraints for the purposes of teaching and learning, including taught, enrichment and other activities. This will require regular and proactive communication with both senior leadership and appropriate members of the curriculum team and other relevant departments
- Coordinate the collection, quality assurance and dissemination of detailed planning information
- Work iteratively to refine timetabling proposals made

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www.fashionretailacademy.ac.uk | **T:** 0300 247 4000 | **T:** +44 20 7307 2345 | **E:** info@fra.ac.uk

Fashion Retail Academy, 15 Gresse Street, London W1T 1QL

Registration No. 05507547 Charity No. 1119540



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Timetabling

- Working closely with senior management as appropriate, to assist in setting the framework for curriculum planning and timetabling, helping to define planning entity types in terms of their nature, purpose and impact on physical and human resource
- Coordinate the collection and quality assurance of planning information including a lead role in the following processes:
 - Preparation of course planning and staff hours spreadsheets – keeping these up-to-date pre-year and in-year
 - Overviews of room allocations to particular courses and activities, including unallocated space
 - Detailed timetables, sharing essential information in an easily digestible format appropriate for staff, students and other management requirements
- Create proposals for an efficient, fit-for-purpose Academy-wide timetable which balances the efficiency of resource with the quality of the student experience for agreement by senior management
- Work closely with curriculum teams to consult on and, where appropriate, amend timetables in line with requirements in the initial planning phase
- In response to senior management requests or new information on resource constraints, develop efficient and effective timetabling solutions and options
- Conduct routine classrooms audits, to ensure adherence to plans
- Assure adherence to the 'FRA model' and its components.

Resourcing and change management

- Support the quality assurance of human resource allocation to timetabled activity, developing and implementing processes to check validity of information received and feedback potential conflicts and issues
- Manage room booking and access across the Academy
- Manage change and amendment processes related to timetabling for core timetables and staff hours allocation sheets, which detail remedial action and seek adequate authorisation for any changes sought.
- Liaise with relevant members of staff to resolve omissions, inaccuracies and clashes on the timetable.

Reporting and analytics

- Work closely with SMT to develop planning models which facilitates comparisons of multiple scenarios to support organisation-wide resourcing decisions and curriculum delivery.
- Provide organisation wide room and staff utilisation statistics to inform curriculum and business resource planning. Ensure systems are in place and able to provide robust calculations.
- Provide summaries of staff hours allocation statistics to inform human resource planning, highlighting quality assurance issues where solicited information is not robust.
- Produce planning information and products for internal / external audit and in line with audit recommendations.

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Administration

- To manage the communication process for distributing timetables to staff, students and room timetables.
- Keep up-to-date and accurate register sets that reflect timetables, enabling the accurate recording of student attendance
- Develop guidance around the use of registers for dissemination across the Academy.

Other:

- To perform any other duties consistent with this position as may from time to time be assigned to you anywhere within the FRA.
- To be committed to your own development through effective use of the FRA's performance review scheme and staff development processes.
- To support the delivery of the FRA's strategy as it relates to this position.
- To work collaboratively with the wider business, and support the work of academic, curriculum and support function teams as may reasonably be required in the delivery of the FRA's strategic plans.
- **Safeguarding.** Comply at all times with the FRA's safeguarding policy and play an active role in maintaining and promoting students' safety and security in their learning environment.
- **Equality and diversity.** To be committed, adhere to and promote the Academy's Equality and Diversity policy at all times.
- **Health and Safety.** Abide by and raise awareness of health and safety in line with FRA policy and procedures.
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all FRA's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with GDPR

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Person Specification		
Essential		Desirable
Knowledge	<ul style="list-style-type: none">• Excellent knowledge of basic MS Office packages, including Word, Excel and PowerPoint• Excellent understanding of timetabling and resource allocation processes• Knowledge of timetabling systems and Further Education student information systems and their operation• Knowledge of the design and administration of quality assurance processes	<ul style="list-style-type: none">• Knowledge of Office 365• Knowledge of SharePoint highly desirable• REMS MIS system desirable
Skills	<ul style="list-style-type: none">• Excellent analytical and problem solving skills• Ability to analyse complex data and present summarised and accessible findings• Ability to create basic models to underpin forecasts and understand planning implications• Ability to write clear and concise reports• Good written communication skills• Excellent communication and interpersonal skills• Good organisational ability and planning skills	<ul style="list-style-type: none">• Some supervision and management skills

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Experience and Qualifications	<ul style="list-style-type: none"> • Degree or equivalent experience in relevant discipline • A high level of numeracy – i.e. A or higher in Maths GCSE or proven equivalent experience. • Significant experience in education administration in a registry, planning or similar function • Experience of developing and implementing effective quality assurance systems • Some proven experience in project and process management 	<ul style="list-style-type: none"> • Maths at A-Level or equivalent • Experience of implementing systems in an education environment, specifically Civica REMS
Attributes/ Personal Characteristics	<ul style="list-style-type: none"> • Customer-orientated approach • Excellent communication skills, verbal and written • Sense of initiative and a flexible approach to working • Proactive and positive attitude to new and existing challenges • Strong interpersonal skills, ability to work effectively within and across teams • Flexibility and ability to work under time and pressing deadlines. 	

Living and practicing the Fashion retail Academy's values:

PROFESSIONAL – working with the utmost of honesty and integrity in all that we do, we care about the outcome

GOING THE EXTRA MILE – more than a statement, it's a state of mind. We have rigour and a relentless focus on the outcome, exceeding the expectations of our stakeholders.

INSPIRATIONAL – We motivate people to achieve great things and through demonstrating passion in our actions we are role models for others.

FLEXIBLE APPROACH – working collaboratively at all time we are adaptable and responsive to changing circumstances. We think and act creatively and are prepared to find new ways of achieving the outcome.

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COLLECTIVE RESPONSIBILITY – every staff member takes responsibility for the FRA's direction of travel and innately understands how their work contributes to our strategic plan.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation.

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