



Timetabling and Attendance Monitoring Assistant	
Job Title:	Timetabling and Attendance Monitoring Assistant
Reference No:	0354-19
Reports to:	Timetabling and Attendance Monitoring Lead Co-coordinator
Responsible For:	The implementation of timetabling and attendance monitoring policies and procedures
Grade:	Grade C
Working Hours:	Full time – Fixed term until 28 April 2021
Faculty/Service:	Academic Registry
Location:	Edinburgh building
Main Purpose of Role:	Typically working with one or two faculties (or with an allocation of subject areas which enable workloads to be balanced) but supporting colleagues and other faculties as necessary, the postholders will ensure the effective operation of the attendance monitoring and timetabling systems. They will review reports from the attendance monitoring systems so that specific issues with individuals or groups of students can be addressed, and will ensure that records are maintained to support withdrawal due to attendance issues. One or more members of the team will also timetable examinations.
Key Responsibilities and Accountabilities:	<p>Main duties include:</p> <p>Timetabling of taught sessions:</p> <ul style="list-style-type: none">• Gather and analyse information from faculties about timetabling needs for taught sessions and examinations• Liaise with academics and programme support colleagues to ensure that requirements are accurately captured• Input data to CMIS, flag conflicts, propose solutions and negotiate with or inform academic colleagues as required <p>Attendance monitoring:</p> <ul style="list-style-type: none">• Run attendance monitoring reports as required, review and compare agreed data sets to identify trends and problems• ensure that records are maintained to support withdrawal due to attendance issues• Check evidence and produce withdrawal letters for approval by the team leader <p>Both processes:</p> <ul style="list-style-type: none">• Address process issues and escalate more complex problems to the Lead Co-ordinator• Contribute as required to testing and implementing system developments• Deliver training on system use to colleagues across the university.• Respond and monitor student/staff/external enquiries on a daily basis

	<p>One or more members of the team will also:</p> <ul style="list-style-type: none"> • Timetable examinations including referral examinations and those for students with special needs • Make arrangements for invigilation of examinations. <p>Postholders will also support graduation events subject to other work demands including attendance at graduation events.</p> <p>Undertake other duties as required by the Academic Registrar or Deputy or by the timetabling, attendance monitoring and graduations co-ordinator</p>
<p>Special Circumstances:</p>	<p>Support graduation events subject to other work demands including attendance at graduation events. May require early starts / late finishes; restrictions on leave at that time.</p>



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Educated to A level standard, NVQ Level 3, or equivalent, or possess significant experience within an administrative support role
- GCSE Maths and English at grade C or higher

Knowledge and Experience:

- Proven experience of working in a customer focused service environment.
- Proven experience of working within a role that requires:
 - effective planning and organisational skills,
 - strong attention to detail
 - An ability to deal with a variety of difficult situations such as complex staff and student enquiries.
- Extensive user knowledge of computer systems and software packages as a user, in particular significant competence in excel
- Familiar with the use and interrogation of databases i.e. SITS (or similar data packages) and Access
- Ability to use and develop computerised and manual systems to enhance processes

Desirable

Qualifications and Professional Memberships:

- A Foundation degree, HND or Honours degree

Knowledge and Experience:

- Experience of using a timetabling system.
- Experience of timetabling in an educational context