

Timetable and MIS Manager

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	11.59pm on Wednesday 15 January 2025
Interviews to be held:	Week beginning 20 January 2025
To start:	ASAP

Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.

Required to start as soon as possible, we are looking to recruit an enthusiastic and knowledgeable Timetable and Management Information Systems Manager to join our Central Team and contribute to the development of the MIS and data service. You will be based at our central office at Acres Hill Business Park, but the role is also expected to travel occasionally as required to other school sites.

As part of the Central MIS team, you will: provide multiple Chorus secondary schools with their annual timetable by working with school senior leaders on staffing and curriculum requirements; generate feasible timetables in line with trust and school parameters; carry out in-year maintenance to ensure the timetables remain fit for purpose; contribute data analysis & support to develop and deliver high quality MIS management for the schools within the Trust, ensuring that efficient and effective processes and systems are followed to support compliance.

The successful applicant will already be an experienced timetabler, someone who is logical, flexible, self-motivated, a good communicator with an excellent attention to detail and IT skills. A high level of competence in school timetabling software and MIS are a must, as is the ability to transfer existing skills to initially unfamiliar 3rd party systems and a clear understanding of 11-19 curricula.

This role would suit an experienced multi-school timetabler or someone with extensive single-school timetabling experience looking for greater focus on that area of work. The role may ultimately include the leadership of a small timetabling team under the wider leadership of the Director of MIS.

Applicants are welcome to discuss any aspect of the role with James Osborne, Director of MIS. Josborne@chorustrust.org

Role summary

Post title:	Timetable and Management Information Systems (MIS) Manager
Profile:	BS5
Grade:	8
Grade spinal point range:	SCP 32 to 35
Salary:	£41,511 - £44,711 per annum
Accountable SLT post:	Director of MIS

Line manager (if different):	n/a
Staff to be supervised or line managed by post holder:	None at present, however this could change due to the growth of the trust or change in business need
Post holder will work with:	Senior leaders and other teaching and support staff
Holiday and sickness relief:	By and for other admin support staff
Purpose of post:	To construct and maintain school timetables and student course enrolments using specialist software and the MIS system. Produce all associated reports linked to timetabling, including integrated curriculum and financial planning (ICFP) data. Work with school senior leaders on curriculum model, staffing, rooming and post-16 course maintenance. Assist the MIS Director to ensure the central MIS team provides a high level of service for schools, developing best practice use of the MIS system.
Version revised:	November 2024
Contract:	Permanent 37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To be responsible for accurate and timely production and maintenance of school timetables, including the maintenance, development and administration of relevant systems and processes to the standards and timescales required by the school(s), the DfE and other appropriate regulatory bodies. Under the leadership and at the request of both the Senior Leadership Team and the Director of MIS. Duties will include, but not be limited to

- Construct and maintain school timetables in line with school curriculum models and established timescales, using specialist software and the MIS:
 - Liaise regularly throughout the year advising school senior leaders regarding staffing, recruitment needs, curriculum model and rooming to keep staff, staff FTE, staff load, curriculum and room base data up-to-date
 - Work with schools to facilitate the capture of student preferences (options) and create efficient option blocks
 - Produce feasible draft timetables which ensure teaching staff are fully utilised efficiently in line with ICFP metrics, providing support and advice to school leaders
 - Liaise with school leaders to make amendments and produce a final timetable including rooming
 - Work with MIS Managers and Exams Managers to ensure MIS software is ready to receive the timetable and import it into the MIS, maintaining post-16 programmes where appropriate
 - Provide information and a mechanism for school leaders to place students in appropriate teaching groups, then manage the enrolment of students in their class groups for the start of the new school year
 - Maintain all elements of the timetable during the school year as advised by school leaders, including student withdrawal groups and non-curriculum activities such as duty rotas
- Produce appropriate timetabling reports for school leaders, the central team and other stakeholders, for example to support budgeting and ICFP
- Work with MIS Managers to produce statutory statistical returns including School Census, School Workforce Census and DfE/LA updates and checking exercises, with particular focus on the Autumn Census for post-16 funding
- Work with MIS Managers to oversee the management and use of the MIS and any future development, to ensure effective data management in schools
- Assist the Director of MIS by producing or delivering MIS training as appropriate

- Remain up to date with the functionality of the MIS and timetable software and wider developments in the sector such as changes to Learning Aims and post-16 funding
- Show initiative and vision for improving systems and procedures to meet the constant demands and changes in the education sector
- Develop professional, constructive relationships with school and central staff, as well as external agencies, other schools and professionals as appropriate
- Establish and maintain effective communication of systems and procedures to ensure necessary information is correctly provided across schools.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Timetable and MIS Manager

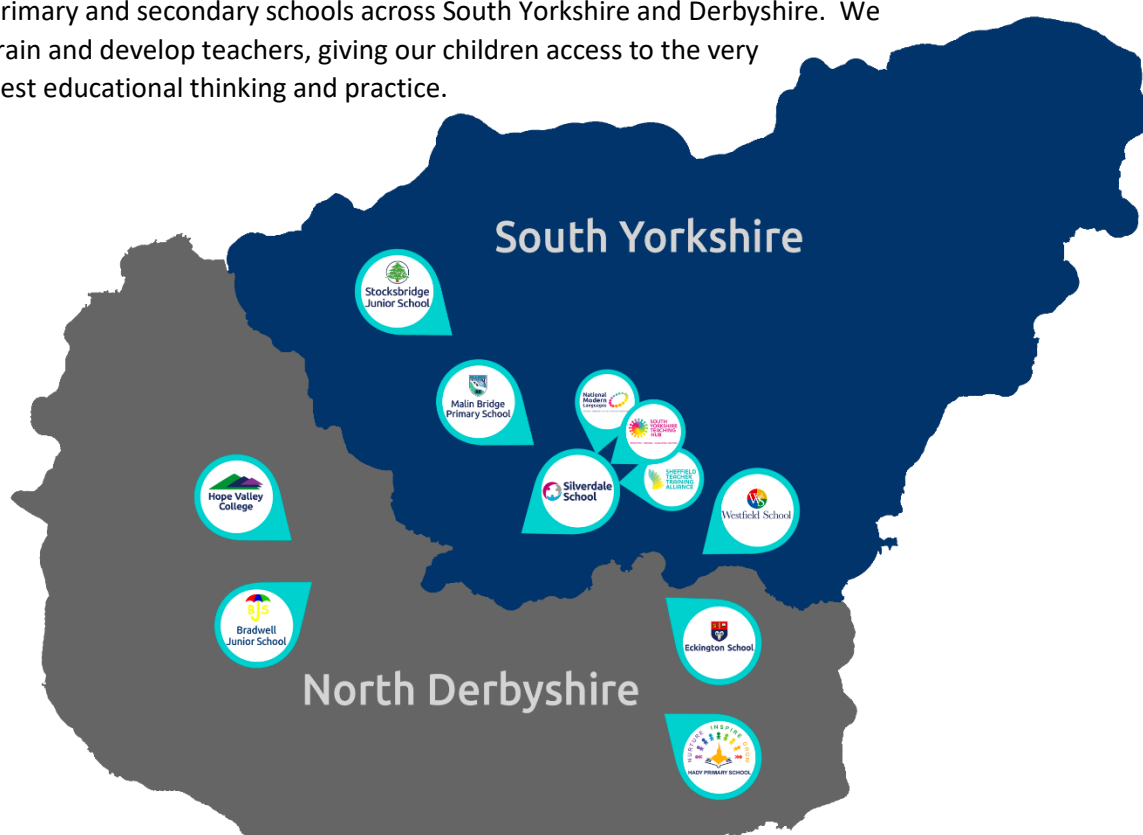
REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in Education.	✓		A / I
Experience and understanding of the curriculum planning process: curriculum and staffing models, rooming and student course enrolment.	✓		A / I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A / I
Experience of using specialist timetabling software and school MIS	✓		A / I
Experience of using 'Edval' timetabling software and 'Arbor' MIS		✓	A / I
Demonstrate excellent record keeping, information retrieval and dissemination of data/documentation.	✓		A / I
Demonstrate attention to detail to collate, interpret and analyse data effectively and accurately in a variety of formats including written, verbal and diagrammatic.	✓		A / I
Be proactive, organised and methodical, with an ability to grasp detail and complexity, and find appropriate solutions.	✓		A / I
Able to appropriately deal with confidential or sensitive information with an understanding of GDPR.	✓		A / I
Able to remain calm under pressure and manage conflicting deadlines and priorities.	✓		A / I
Experience of working in an environment requiring taking initiative and self-motivation.	✓		A / I
Able to work trust-wide; using excellent organisation and time management skills to effectively balance multiple priorities.	✓		A / I

Knowledge of sector-specific guidance and statutory requirements.	✓		A / I
Able to provide advice and guidance to school leaders, offering business focused solutions.	✓		A / I
Ability to work independently and as part of an effective team.	✓		A / I
Experience of managing a team.	✓		A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A

Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
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Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Alice Pearson (HR Officer) at recruitment@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Wednesday 15 January 2025.
- Interviews to be held: week beginning 20 January 2025.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Contact details

Secondary schools

Eckington School & Sixth Form

www.eckington.chorustrust.org

T 01246 432 849

E enquiries@eckington.chorustrust.org

Hope Valley College

www.hopevalley.chorustrust.org

T 01433 620 555

E enquiries@hopevalley.chorustrust.org

Silverdale School & Sixth Form

www.silverdale.chorustrust.org

T 0114 236 9991

E enquiries@silverdale.chorustrust.org

Westfield School

www.westfield.chorustrust.org

T 0114 248 5221

E enquiries@westfield.chorustrust.org

Teacher development

South Yorkshire Teaching Hub

www.southyorkshireteachinghub.org

T 0114 235 7980

E info@southyorkshireteachinghub.org

Sheffield Teacher Training Alliance

www.sheffieldtta.org

T 0114 235 7980

E enquiries@sheffieldtta.org

National Modern Languages SCITT

www.nationalmodernlanguages.com

T 0114 235 7980

E enquiries@nationalmodernlanguages.com

Primary Schools

Bradwell Junior School

www.bradwelljuniorschool.com

T 01433 620 473

E enquiries@bradwelljunior.chorustrust.org

Hady Primary School & Nursery

www.hadyprimaryschool.co.uk

T 01246 279254

E enquiries@hadyprimary.chorustrust.org

Malin Bridge Primary School & Nursery

www.malinbridge.chorustrust.org

T 0114 234 1379

E enquiries@malinbridge.chorustrust.org

Stocksbridge Junior School

www.stocksbridgejunior.chorustrust.org

T 0114 288 2221

E enquiries@stocksbridgejunior.chorustrust.org

www.chorustrust.org

T 0114 235 7983

E info@chorustrust.org