The Lincoln College Group

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1512P: Timetabling & Resources Officer (Curriculum)

SALARY	GRADE	HOURS
£27,153 per annum	CSS Scale 5	37.5

REPORTING TO

Timetabling and Resources Team Leader - Curriculum

DEPARTMENT

Central Information Services

LOCATION

Lincoln

BE READY...

disability confident EMPLOYER · MINDFUL EMPLOYER · Happy to talk Flexible Working · EMPLOYER RECOGNITION SCHEME GOLD AWARD · GOLD AWARD WINNER 2025 · AoC Mental Health Charter · You Matter

Job Purpose:

The Timetabling and Resources Officer will input and maintain timetables, registers and relevant data across all College campuses. This role will ensure the Colleges teaching, learning, and support functions run smoothly supporting our staff and students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To input and maintain timetables for all Lincoln College provision in collaboration with Curriculum Leads, Assistant Principals and College Vice Principals.
2. To ensure that timetables and registers are accurate and consistent with guidance provided by the Senior Timetabling and Resources Officer.
3. To act as a single point of contact for all timetable and register queries.
4. To undertake regular data quality checks on timetables, registers and room allocations as instructed by the Timetabling and Resources Team Leader and Senior Timetabling and Resources Team Leader.
5. Undertake a pro-active role in resolving timetabling queries and conflicting space requirements to best practice to maximise room utilisation.
6. To resolve provisional student records, ensuring that learners are allocated to registers in a timely manner.
7. To submit enrolment amendment forms, ensuring that learner records, timetables and registers are accurate.
8. To provide advice and guidance to curriculum areas regarding marking registers, in line with the college register policy.
9. To support with grouping of learners, ensuring that timetables are accurate and learner timetable clashes are resolved accordingly.
10. To work with curriculum areas to ensure that any missing marks are recorded and unmarked registers are actioned timely to prevent inaccuracies in attendance reporting.
11. To input ad-hoc cross-college bookings as required.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 3 Business/IT qualification or equivilent	**A/I**
2	Experience of working in timetabling within the FE sector	**A/I/T**
3	GCSE maths and English grade 9-4 / A*-C or equivalent	**A/I**

	Skills/Abilities – Interpersonal	PSM
4	Excellent communication skills (written and oral)	**A/I/T**
5	Ability to work as a member of a team	**A/I/T**
6	Ability to work using own initiative	**A/I/T**
7	Data management, retrieval, problem solving and analytical skills	**A/I/T**

	Experience	PSM
8	Working with an MIS timetabling system, preferably in a Further Education establishment	**A/I/T**
9	Experience of data quality processes, identifying and solving problems	**A/I**
10	Practical experience using relevant software packages, Microsoft packages	**A/I/T**

	Work Related Circumstances	PSM
11	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	**A/I**
12	Ability and willingness to work flexibly	**A/I**
13	Willingness to work across all sites of Lincoln college, including Lincoln, Newark and ASI as required	**A/I**

	Skills/Abilities - Other	PSM
14	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people	**A/I**
15	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	**A/I/T**
16	The ability to use and maintain data management systems	**A/T**
17	Ability to actively promote equality, diversity and inclusion across all aspects of Timetabling & Resources Officer (Curriculum)	**A/T**

Prepared By:	Head of Central Information Services
Date:	December 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *Be Ready...*

REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because You Matter.

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with...

Community

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

Accountability

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

Respect

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

Excellence

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:



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