



Job Title: Timetable & Faculty Coordinator

Reports to: Director of Vocational Training / College Director / Finance & Business Manager

Department: Vocational / Academic / Finance

Salary: £27,500 - £29,500 depending on experience

Role Purpose

The Timetable & Faculty Coordinator is responsible for the design, delivery, and continuous optimisation of timetabling, cover, and faculty administration systems across Dancebox Studios & Theatre Works.

This is a specialist, systems-led role with ownership of all timetabling operations, alongside responsibility for ensuring the efficient administration of faculty-related HR processes.

The postholder will lead on data-driven planning, AI-assisted system development, and process automation, ensuring that both scheduling and faculty administration are delivered accurately, efficiently, and in alignment with organisational needs.

A key aspect of the role is ensuring that systems are proactive, scalable, and responsive, supporting performance activity, short courses, and shared building usage, while maintaining a high-quality staff and student experience.

Key Responsibilities

1. Timetable Design & Ownership

- Lead the creation, development, and maintenance of all:
 - Vocational timetables
 - Academic timetables
 - Studio and classroom allocations
 - Ensure timetables:
 - Maximise space utilisation
 - Operate within group size and capacity constraints
 - Reflect curriculum and training priorities
 - Work collaboratively with Course Leaders to:
 - Combine groups effectively where appropriate
 - Balance staff and student workload
 - Manage timetable iterations and changes with minimal disruption
 - Arrange teaching cover for staff absences, ensuring continuity of delivery while managing costs in line with departmental budgets
 - Monitor and control expenditure related to freelance or visiting staff cover, ensuring all arrangements remain within agreed budget parameters
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2. Cover Management & Daily Operations

- Coordinate all short-term and planned teaching cover
 - Act as the central point of contact for staff absences
 - Ensure continuity and quality of delivery
 - Maintain and develop a reliable bank of cover staff
 - Monitor absence trends and highlight risks or patterns
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3. Timetable Adaptation & Specialist Scheduling

- Lead timetable amendments during:
 - Performance rehearsal periods
 - Production and show weeks
 - Holiday courses and intensive programmes
 - Ensure seamless integration of these into core delivery
 - Coordinate scheduling to ensure the smooth operation of shared facilities, including alongside other building users such as the Junior School
 - Anticipate and resolve space and staffing conflicts
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4. Faculty Administration & HR Processes

- Take ownership of the administration of all faculty HR processes, including:
 - Contract issuing and tracking
 - Onboarding documentation
 - Right to work and compliance checks
 - Maintenance of staff records
- Ensure all processes are:
 - Accurate
 - Completed on time
 - Fully compliant
- Work with leadership to:
 - Track staffing requirements based on timetabling
 - Support recruitment administration where required
- Leverage AI and digital systems to:
 - Automate documentation and workflows
 - Improve efficiency and reduce manual processing
- Act as the central coordinator between HR, leadership, and teaching staff for administrative matters

(Note: This role is administrative and process-driven and does not hold responsibility for HR policy, employee relations, or performance management.)

5. Systems, Data & AI Integration

- Develop and manage intelligent systems for:
 - Timetabling
 - Faculty administration
 - Use AI tools to:
 - Model timetable scenarios
 - Automate administrative workflows
 - Analyse data relating to:
 - Room utilisation
 - Staff deployment
 - Operational efficiency
 - Produce reports and insights to support decision-making
 - Continuously improve systems to increase scalability and accuracy
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6. Strategic Planning Support

- Support leadership with:
 - Curriculum planning feasibility
 - Staffing models linked to timetable delivery
 - Growth and expansion planning
 - Model different operational scenarios
 - Provide insight into risks, constraints, and opportunities
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7. Communication & Coordination

- Ensure all timetables are:
 - Clearly communicated
 - Accurately published
 - Regularly updated
 - Act as the key liaison between:
 - Teaching staff
 - Course Leaders
 - Operations and facilities teams
 - Ensure clarity and consistency in all scheduling and faculty communications
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8. Compliance & Data Accuracy

- Maintain accurate records of:
 - Staff timetables
 - Teaching hours
 - Contracts and documentation
 - Room allocations

- Support payroll and HR with accurate data
- Ensure compliance with:
 - Contractual obligations
 - Working time considerations

Additional Responsibilities

- Support long-term planning of studio and classroom usage
- Contribute to development of timetabling and faculty administration processes
- Align timetables with academic calendar, assessments, and key events
- Develop contingency plans for operational disruption
- Take ownership of relevant digital platforms and systems

Person Specification

Essential

- Advanced organisational and administrative skills
- Experience managing complex timetables, logistics, or operations systems
- High level of digital literacy and confidence with data
- Strong analytical and problem-solving ability
- Ability to manage multiple priorities effectively
- Excellent communication and coordination skills

Desirable

- Experience in education or performing arts environments
- Experience with HR administration processes
- Experience using AI tools to improve workflows
- Advanced Excel or scheduling software expertise

Key Characteristics

- Systems thinker with strong attention to detail
- Highly organised and process-driven
- Proactive and solutions-focused
- Calm and adaptable under pressure
- Committed to continuous improvement