

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	School Timetable and Space Manager	Reference: Date
Function/Department	Whole School	Location: AIS
Manager Title	Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The School Timetabler is responsible for creating and maintaining the Early Years, Elementary, and Secondary school's timetable, ensuring that all classes are scheduled efficiently and effectively. The successful candidate will work closely with sub-school leadership teams, teaching staff, admissions, and other relevant personnel to ensure that the timetable is accurate and reflects the needs of the school.

Responsibilities

- Create and maintain the school timetable for Early Years, Elementary and Senior schools, including class schedules, teacher schedules, and room allocation.
- Collaboration with sub-school leadership teams to determine the best possible scheduling solutions for the individual sub-schools, including subject selection.
- Make adjustments to the timetable as necessary to accommodate changes in student enrollment, staffing, or other factors.
- Monitor the effectiveness of the timetable and make changes as needed to improve efficiency and effectiveness.
- Communicate regularly with teachers and staff regarding scheduling issues and changes.
- Work with sub-school leadership teams to assist in resolving scheduling conflicts and other related issues.
- Ensure that all relevant information regarding the timetable is communicated to staff, students, and parents in a timely and effective manner.
- Manage the use of school facilities, including classrooms, laboratories, and other areas, to ensure that they are being used effectively and efficiently.
- Collaborate with the admissions office to determine the available capacity for each class/year level.
- Maintain a close working relationship with admissions staff throughout the year to ensure that enrollment data is accurate and up-to-date, and that the timetable can be adjusted as necessary to accommodate changes in enrollment.
- Communicate regularly with admissions staff to ensure that they are aware of any scheduling changes that may affect new students or their families.
- Manage shared spaces across the campus, including classrooms, laboratories, sports facilities and other areas.
- Work closely with faculty and staff to determine the scheduling needs for each space, ensure that all spaces are used effectively and efficiently.
- With sub-school leadership teams review the systems and platforms that are used for timetable creation and sharing to ensure they meet the needs of the school.
- Working with the master planning committee to continuously evaluate the school's capacity needs and explore ways to increase capacity by optimizing the use of existing spaces and identifying opportunities for expansion or renovation.

- Collaborate with the leadership teams of BCS and SAIS, to coordinate shared facility use and ensure efficient utilization of resources in the ELV.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Qualifications

- Bachelor's degree in education, administration, or a related field is preferred.
- Previous experience in timetabling or scheduling for a large organisation.
- Strong organisational and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Proficient in the use of scheduling and timetabling software.
- Attention to detail and accuracy.

Contacts

- Principal, sub-school leadership teams, admissions teams, facilities manager, teachers and department heads, facilities manager, Brighton College Singapore (BCS) and Stamford American International School (SAIS) leadership teams.

Working Conditions

- Operations role

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full Time role
- Paid Annual Leave
- Paid sick and hospitalization leave
- Other benefits including relocation and housing depending on terms of employment.