



**Harper Adams
University**

Timetabling Officer (Full Time, Fixed term until August 2028)

Candidate Information Pack



About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the wellbeing and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness The Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: [Virtual Tour](#)

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

JOB DESCRIPTION

Title of Post: Timetabling Officer (Full Time, Fixed Term until August 2028)

Reports to: Timetabling Manager

Department: Timetabling Team (within Registry Services)

Timetabling Team

The Timetabling team is part of a wider Registry Services team which includes the Assessments and Awards and Student Records Teams.

The Timetabling Team is a dedicated team working in a busy environment who undertake a variety of tasks associated with timetabling and student record maintenance. As friendly, professional staff, the Timetabling Team are central to the student experience and provide a high-quality service to staff and students.

The Role

Reporting to the Timetabling Manager, the Timetabling Officer will aid with the building and maintaining of the staff and student teaching timetables, support the production of the examination schedules, and the creation and maintenance of student records. The role will also support the Assessments and Awards Team in the maintenance of module records, examination arrangements, results processing, course monitoring and quality assurance arrangements.

Main duties and Responsibilities

- Develop and utilise highly specialised skills to plan and maintain the teaching timetable and schedule the exams timetable, using Celcat software which requires a high degree of training and understanding.
- Lead on collating data from colleagues of all levels, both academic and professional services, to input, analyse and manipulate to produce and maintain quality timetable.
- Responsibility for the production of effective and efficient Examination Schedules for all sessions by collating relevant data from SITS and the Assessments and Awards Team.
- Support the continuous improvement and development of the timetabling process in the context of wider University policy and the changing needs of students and staff to provide an adaptable and first-class service for staff and students.
- Promote active engagement from teaching staff throughout the preparatory phase of the timetable creation, to ensure the timetable is stable and accurate in advance of the start of term.
- Ensure students have access to their personalised online timetables prior to the start of each academic year.
- Utilise the timetabling software to schedule wider university activities and room bookings

- Act as the first point of contact for enquiries into the Timetabling Office relating to timetabled activity, responding both promptly and professionally either via email, face to face, MS Teams or phone.
- Provide timetabling advice and support to staff and students both verbally and in writing, interpreting existing policies, regulations and guidance as necessary.
- Resolve problems in relation to timetabled activities, adhering to existing policies, regulations and guidance to achieve an optimum solution for all stakeholders.
- Analyse, manipulate and interpret data to produce detailed reports for a wide range of internal and external contacts in relation to the timetabled activities.
- Create and maintain Standard Operating Procedures (SOPs) for all key processes that are undertaken within office.
- Responsibility for the creation and maintenance of student records within the University's student record system SITS. From record creation, data quality assessing, result input through to processing awards and mark entry.
- Support the transition to and implementation of Online enrolment processes for workforce development students.
- Liaise with academic and administrative staff to ensure the completeness and accuracy of student data for presentation to assessment boards and other committees.
- Co-ordinate the process to review, agree and notify results to students on allocated Programmes.
- Undertake data quality checks to optimise accuracy for statutory reporting compliance.
- Update SITS as required to ensure data integrity.
- Work closely with internal contacts such as IT Infrastructure, Timetabling, Admissions and Visa Compliance, Student Records and Course Managers to ensure the timetable system links to attendance records are working correctly.
- Interpret attendance reports in relation to timetable data to resolve data queries as required.

Other duties relevant to the post:

- Support the work of the wider Registry Services team, to build multi team resilience and capacity at peak times
- Represent the Timetabling Team and Registry Services at relevant training events
- Assist with ensuring the Timetabling Office, and the wider University, is compliant with current data protection legislation.
- Support may be required at events such as Graduation, Open Days, Offer Holder Days which may require flexibility and occasional weekend work for which TOIL will be agreed with Line Manager.
- Amanuensis support (Scribe /Reader/Invigilator) may be required during exam periods.
- All other duties and responsibilities commensurate with the post and the salary range for which the post holder has the necessary training and/or experience.

Person Specification

	Essential	Desirable
Qualifications	Educated to A-Level or equivalent, or equivalent work-related experience.	Educated to degree level
Experience	Broad administrative experience working in a busy office environment working both autonomously and as part of a team. Experience of managing and prioritising a busy workload, working under pressure to meet own and shared deadlines. Experience with analysing, manipulating and interpreting data.	Working within the Higher Education or Further Education sector. Scheduling or timetabling in an educational setting. Monitoring and reporting on attendance in an educational setting.
Knowledge/Skills	Fully computer literate and able to competently use the full range of Microsoft Office products including Outlook, Word, Excel, PowerPoint and Teams. Demonstratable written and oral communication skills with the ability to explain complex ideas and information clearly. Demonstratable analytical and problem-solving skills with the ability to identify logical solutions to resolve problems.	Creating and/or using databases. Working with reporting tools Tableau and/or Business Objects. Working with the timetabling software, CELCAT. Working with the student records management system, SITs.
Personal Qualities	Excellent interpersonal skills with the ability to communicate with a wide range of people. Diplomatic approach to problem solving with the ability to compromise and negotiate effectively. Self-motivated, intuitive and reliable when approaching work, so that work can be completed with only limited supervision. Accurate, methodical with keen attention to detail.	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be within the range £26,093 to £28,031 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a full-time, fixed term contract. Employment may be terminated during the course of the contract by either party giving one month's notice in writing
Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
Holidays	The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 10 University closure days during the full annual leave year. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
Exclusivity of Service	You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then

notify you within 10 working days whether such employment or engagement is prohibited.

**Criminal
Convictions**

The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

This position is not expected to meet the criteria required for the University to provide a Certificate of Sponsorship. Applications from candidates who need sponsorship to work in the UK will be assessed in line with the requirements outlined in the recruitment documentation. All hiring decisions will follow the guidance set by UK Visas and Immigration.

Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> **To be completed no later than midnight on 24th August 2026**

Interviews will take place on 8th September 2026

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk