



## Timetabler (CDD)

The School Timetabler is responsible for the operational management of the International School of Paris (ISP) timetabling function, including the management and utilisation of the timetable software.

To ensure the production of a timely and accurate ISP's timetable, identifying improvement opportunities and implementing dynamic solutions to existing issues. This role requires excellent organisational ability in all aspects of operational planning and timetable production.

### Key Responsibilities:

- To produce, deliver and maintain the School's timetable
- To collect and interpret timetable data
- To maintain and adapt the School's timetable to adjust to internal and external requirements and pressures if and when required;
- To anticipate and work to prevent timetable-related problems that could have serious consequences;
- To identify and resolve difficulties in relation to student and/or staff timetables;
- To ensure timetable data, including classes and resources, are accurate, complete and available to all interested parties;
- To continuously consider enhancement opportunities in relation to ISP's timetabling;
- The School Timetabler will be required to teach up to 12 hours a week.

### Requirements:

- First degree and substantial experience in similar or related roles
- Teaching Qualification
- Demonstrable experience in timetabling across different campuses
- Experience in delivering timetables using timetabling software, preferably Nova T
- The ability to maintain accurate and up-to-date data
- An innovative and creative approach to problem solving
- The ability to work with a high level of accuracy
- The ability to take a solution-focused approach at all times
- The ability to work on their own initiative, prioritising and managing time effectively
- The ability to work methodically
- The ability to analyse and present data in an accurate and informative manner
- The ability to work positively, imaginatively and proactively to meet challenges and achieve results.

### Contracts terms and conditions:

The position is based at the International School of Paris in the 16th arrondissement of Paris.

**The position is full-time for a fixed-term contract starting August 21<sup>st</sup>, 2019 until June 30<sup>th</sup>, 2020.**

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.

**In the case of interest, please send a resume, a cover letter and details (including email address) of three professional referees to [jobs@isparis.edu](mailto:jobs@isparis.edu) by May 30<sup>th</sup>, 2019.**