

<b>Job title:</b>	Scheduling Administrator	<b>Reports to:</b>	Scheduling Manager	<b>Grade:</b>	2
<b>Organisation Unit:</b>	Resource Optimisation	<b>Responsible for:</b>	No direct reports	<b>Working hours:</b>	20 hours 0.5 FTE

## Job Purpose / Job Overview

The Scheduling Administrator is responsible for supporting the Scheduling Team in maintaining an efficient and effective schedule for all clinical resources and absences within the Living Well Partnership.

## Key Responsibilities

### Scheduling Duties:

- To support the Scheduling Team with administrative tasks
- Assist in the preparation of medical student's timetables ensuring online scheduling system Rotacloud and Emis align.
- Update online scheduling systems (Rotacloud) to ensure accurate rota records.
- Communicate schedule changes effectively to relevant staff members
- Maintain holiday and absence records for clinicians and students/placements.
- Administer and maintain generic templates as requested.
- Assist with sourcing cover for Enhanced Access hours when required
- Assist in general housekeeping of master templates and session holder filters
- Ensure all necessary locum documentation is up to date.
- Assist in the allocation of clinical rooms as requested
- Provide cover during periods of absence across the Scheduling Team
- Adhere to scheduling protocols and ensure compliance with Partnership policies and procedures
- Undertake additional duties as required

## Person Criteria

### Qualifications

- Education to at least GCSE level, including English and Maths, or equivalent
- Evidenced office administration experience

### Knowledge

- Knowledge of computerised scheduling tools and processes

### Experience

- Demonstrable and recent experience of working in an administrative role

### Skills

- Strong organizational skills with attention to detail
- Excellent interpersonal and communication skills
- Proficiency in MS Excel and experience with online rota systems
- Ability to work independently while knowing when to escalate issues
- Commitment to high-quality work and meeting deadlines
- Ability to work under pressure and adapt to changing priorities

