



Service:	Registry Services
Job title:	Timetabling Manager, Full time
Grade:	RU08
Salary:	£46,438 to £50,233 pa inclusive of London Weighting Allowance

Who we are

Rated a top three modern University in London, we provide an engaging portfolio of apprenticeships, short courses, undergraduate and postgraduate degrees. We also have an excellent research profile and were jointly recognised as the best modern university in the country for research, and the highest-ranked modern university in London in REF2021.

The Role

We are recruiting to the role of Timetabling Manager to join our collaborative and supportive Registry Services team. This is an exciting opportunity to play a key role in shaping and developing the University's timetabling service, driving improvements to systems and processes and supporting the delivery of an excellent student experience.

Key responsibilities will include:

- Leading and developing the Timetabling team, ensuring the effective planning, production and delivery of accurate and timely teaching and examination timetables.
- Overseeing curriculum data collection, module allocation processes and the effective utilisation of university teaching spaces.
- Driving continuous improvement in timetabling processes and systems, including contributing to the development and potential implementation of new technologies.
- Working collaboratively with academic and professional services colleagues to resolve complex scheduling challenges and support institutional priorities.

The successful candidate will have skills and experience in:

- Managing complex timetabling, scheduling or resource planning activities within a large or complex organisation.

- Leading and developing a team, managing competing priorities and delivering against operational deadlines.
- Reviewing and improving operational processes, using data and management information to inform decisions.
- Building effective relationships with stakeholders, communicating complex information clearly and developing practical solutions to operational challenges.

If you have any specific questions on the role, please contact Sandra Walton, sandra.walton@roehampton.ac.uk

The University is committed to promoting [diversity and equality of opportunity](#) and aims to create a culture and environment where students and staff are treated fairly. The University is an equal opportunities and 'disability confident' employer.

Staff have access to our highly competitive [RoePlus benefits package](#) ranging from sector leading family related leave, discounts at over 200 high street shops and brands, discounted IT hardware and software and a Local Government Pension Scheme.

The closing date for completed applications is **1st November 2026**

It is expected that interviews will be **held in person** on **10th November 2026**

You are encouraged to apply promptly, as we reserve the right to close the role and interview before the dates stated above.

Visa Sponsorship is not available for this role. Candidates who apply for this role must already hold and be able to maintain their legal right to work in the UK.