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| *It is very important you take the time to complete this fully and provide all completed relevant documentation. If the Job Evaluation Panel does not have all the information it needs, it will not be able to evaluate your job properly.*  Please forward to [schoolshr@southwark.gov.uk](mailto:schoolshr@southwark.gov.uk) |

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| **SCHOOL** |  |
| **JOB TITLE** |  |
| **REQUESTING MANAGER** |  |
| **DATE OF REQUEST** |  |

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| **DOCUMENTATION – please submit the following in support of your request** | |
| Organisation chart showing this job in relation to other jobs in the structure. Ensue that job titles and grades are shown. *Please do NOT include names of individual post holders. If this is a part of a restructure please supply current & revised structure charts.* |  |
| New or revised job description and person specification for the post. |  |

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| **REASON FOR SUBMISSION FOR EVALUATION** | | |
|  | Is this a new post? | Yes / No |
|  | Is this a regrade of an existing post? | Yes / No |
|  | Existing job title |  |
|  | Current grade of role |  |
|  | Is this role a result of a restructure? | Yes / No |

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| **I confirm that the information supplied in this Job Evaluation Questionnaire Form is a true representation of the above post.**  **Signed………………………………………….. (Headteacher) Date……………………** |

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| **ABOUT THE ROLE**  *Please refer to the guidance at the end of this document* |

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| **1. PURPOSE OF THE JOB** *(Please state in one or two sentences why this job exist*  **1 a) Reason job exists** | |
|  | |
| **1 b) Main areas of responsibility**  *Outline the six to eight main duties using plain English and the % of time spent on each duty. This outline will be used for both evaluation purposes and to form a Job Outline for recruitment purposes.* | |
|  | **%** |
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|  |  |
|  |  |
|  |  |
| **Total** | **100%** |
| The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. | |
| **2. JOB CONTEXT**  *(a) Describe briefly the work of the section/department in which this job operates.* | |
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| *(b) State where the work of this job comes from and where it is sent on completion, indicating whether the general cycle is daily, weekly, monthly or annual* | |
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| **4. SUPERVISION**  *(a) Explain how this job is controlled and guided by its Supervisor/Manager indicating what work/decisions need to be referred upwards.* |
|  |
| *(b) Indicate which jobs are supervised/managed by this job, and what control is exercised over their work.* |
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| **5. KNOWLEDGE, SKILLS & ABILITIES**  *Please state the level of knowledge, skills and training required to undertake the role and also any specific qualifications needed. The details should relate to the requirements of the job, not to the job holder.* |
|  |
| **6. PROBLEMS AND DECISIONS**  *(a) Briefly describe one or two examples of the* ***most difficult problems*** *this job may encounter, including action taken to resolve them.* |
|  |
| *(b) Briefly describe one or two examples of the* ***most significant decisions*** *this job makes without reference to a more senior member of staff.* |
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| **7. DIMENSIONS**  *(a) Please give the current value of any budgets or any other sums of money with which this job is involved.* |
|  |
| *(b) Is the postholder directly responsible for this money or does he/she impact on it in some other way?* |
|  |
| *(c) Please provide numbers and grades of staff reporting to this job.* |
|  |
| *(d) Please provide information on any equipment for which it is responsible and any other relevant statistics.* |
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| **8. PHYSICAL EFFORT**  *To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?* |
|  |
| **9. WORKING ENVIRONMENT**  *To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.* |
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**GUIDANCE FOR COMPLETING THIS FORM**

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| It is the manager’s responsibility to complete and submit the request, avoiding the use of jargon. |
| **1 a) Reason job exists**  The reason why the job exists should be described in one or two sentences. The statement should be specific to the job and explain the role which it fulfils. |
| **1 b) Main Areas of Responsibility**  The next part of the job outline describes the main duties. The following principles should be used:  **(a)** Each main duty should describe a long‑term end result required from the job. Each should be concerned with a separate area or aspect of the job.  **(b)** It is unusual to find jobs which require less than three or more than eight distinctly separate areas requiring separate duties. The number of duties is no indication of job size or complexity; quite simply some jobs are very concerned with a few areas of responsibility and others have perhaps a smaller involvement in a larger number of areas;  **(c)** The duties should be precise, not broad, vague or a list of day‑to‑day activities; and  **(d)** Please indicate the percentage of time, averaged over a month, spent on work to do with each result, i.e. their relative importance to the job. |
| **2 JOB CONTEXT**  This section should give the reader an accurate impression of the context within which the job operates. This should include information about organisation systems and procedures affecting the role and relationships with external organisations, other departments and other partners. |
| **3 ORGANISATION CHART**  This section requires an organisation chart which clearly shows, the job being described as well as the immediate superior, the immediate superior's boss, any other jobs reporting to the same superior and jobs reporting to the job described. Job titles not people's names should be used. Do not attempt to indicate relative importance of jobs; titles of all jobs reporting to another should be shown on the same level.  **If the job is part of a restructure it is important that you show the before and after organisation charts**. |
| **4 SUPERVISION**  **(a)Reporting relationships with the superior.** Indicate the frequency and nature of reporting contacts made with superiors.  **(b)Describe the nature of your supervision of any subordinates.** Indicate the frequency and nature of any supervision of staff that the role is responsible for. |
| **5 KNOWLEDGE, SKILLS & ABILITIES**  This section should record the knowledge and skills necessary to perform the job competently in order to meet the results outlined in section 6. It should include aspects of knowledge (qualifications and experience) which it is necessary to have acquired, both within the organisation and outside it to meet required standard performance. |
| **6 PROBLEMS & DECISIONS**  This section should highlight the most difficult or testing parts of the job **NOT** for the current job holder as an individual, or by virtue of newness, but in the job itself i.e. part(s) requiring the most training or the parts which any person performing the job, at the level of standard required performance would be likely to find the most difficult or testing. |
| **7. DIMENSIONS**  **Financial**: This should supply details of value of money that the job holder is responsible for.  **Any Other Relevant Statistics**: This section should indicate the number and job titles of people for whom the job holder is directly or indirectly responsible (indicate which). Indicate here any other figures which might help to clarify the job. If there is doubt as to the relevance of any figures, include them. |
| **8 PHYSICAL EFFORT**  State here to what extent does the job involves physical effort/strain over and above what would normally be incurred in a day-to-day office environment. |
| **9 WORKING ENVIRONMENT**  State here to what extent the job is exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment. |

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| **FOR COMPLETION BY JE PANEL** | | | | | | | | | | |
| **Date of Hay**  **panel** |  | | **Hay panel** | |  | | | | | |
| **members** | |  | | | | | |
| **Moderator** | |  | | | | | |
|  | | | | | | | | | | |
| **Evaluated** | **Know** |  | | **Problem** | |  | | **Account-** | |  |
| **Hay line** | **How** |  | | **Solving** | |  | | **ability** | |  |
|  | **Points** |  | | **%** | |  | | **Points** | |  |
|  |  |  | | **Points** | |  | |  | |  |
| **Physical Effort / Strain** |  | | **Work**  **Environment** | |  | |  | | |
| **Result** | **Total points** |  | | **Grade** | |  |  | **Profile** |  | |
| **Comments by JE Panel** | | | | | | | | | | |
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