

Job Evaluation - Quarterly Update July 2004

Lists of unique and generic post titles will shortly be sent to all Heads. Any comments/concerns to be referred to S Samuel (contact details below).

Questionnaires have been printed and will start going out in the next couple of weeks. The majority will go to place of work rather than home address.

Covering letters will be attached for all education staff showing contact details of Champions / Analysts who can assist if necessary when questionnaires are being completed. Pre-paid envelopes will be enclosed for return to the JE team.

Sharon Samuel will hold 4 x 1 hour sessions at County Hall to brief line managers on the questionnaires. School Champions are trained to do the same in schools. S Samuel will help if necessary.

Questionnaires will be sent out on a 'staggered basis'. It is not possible at this point in time to say what will go out and at what point in time.

I am aware that schools are shortly to finish and will bear this in mind - if anybody does receive a questionnaire and they need longer for completion, please let me know.

The Project Manager has sent a note to all Senior Managers saying that questionnaires are imminent - this message will also be sent to Heads.

If there are any questions or clarification needed, please advise Sharon Samuel

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