

Job Evaluation – Quarterly Update to DAPH, DAG, DASH, SHAD **30 April 2004**

Primary Schools

Job descriptions for primary schools have been received. For those schools who did not respond, I have written to say I am assuming that they wish me to use the standard job descriptions as per the Personnel Manual unless I hear to the contrary.

Initial analysis has taken place, with interesting results.

Secondary Schools

Job descriptions have been received from most of this group. Initial analysis has taken place and a list of generic and benchmark posts has been drawn up. Generic posts now need to be compared with other similar posts across the Council.

Special Schools

Disappointing response to my recent request for job descriptions. The School Champions are in the process of chasing this for me. It needs to be reiterated that lack of information could lead to inaccurate evaluations.

The Way Forward

The next stage of the process is to compare similar jobs across the whole of the Council. When a final list of post titles is available, this should be sent to all line managers for their comments.

Questionnaires will then be sent to postholders beginning June 2004. It is uncertain at the moment when questionnaires will go out to schools, bearing in mind dates of summer holidays etc.

Presentations

Presentations to schools and bursar groups etc are ongoing, and can be requested by contacting me directly. Many schools have invited us to attend support staff meetings, and feedback has shown that this has been a useful mode of communication to elaborate on the Job Evaluation information bulletins. Lively debates and interesting questions are common...

School Champions

All school Champions are now trained, and are acting as a useful link to the JE team, in terms of communications, and assisting on practice panels.

Many Champions have volunteered to sit on panels when questionnaires are returned.

Questionnaires

Questionnaires need to be completed with the line manager. Two hours should be allowed.

Roadshows

The roadshows were very well attended, particularly those that took part near to secondary schools. As a result of this, many schools have asked for their own presentations.

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