

Job Evaluation - Additional Information Questionnaire

The purpose of this questionnaire is to provide information in addition to the job description to assist with the evaluation of the post. The information should relate to the post not the postholder. Please attach an up-to-date structure chart of the department/school.

Details of the post

Job title:

Department/School:

Supervision and Management of People

Supervision and management of others

Does the post supervise or manage other employees? If so how many? Is this supervision shared with anyone else?

No. of staff directly supervised:

Shared supervision (no. of staff):

Supervise as a deputy for:

Nature of the managerial/supervisory responsibilities

Does the post supervise or manage other employees?

No Yes (explain below the nature of this responsibility in relation to allocation of work, instruction, directing, and organisation of work)

Checking other's work

Does the post check other people's work?

No Yes (explain below what kind of work is checked)

Training

Does the post arrange or co-ordinate training?

No Yes (please provide details below)

Appraisals

Does the post conduct supervisions and appraisals?

No Yes (please provide details below)

Casework

Does the post conduct disciplinary and grievance investigations or hear cases?

No Yes (please provide details below)

Policies and procedures

Does the post implement policies and procedures e.g.: health & safety, welfare, sickness absence management?

No Yes (please provide details below)

Deputising

Does the post have any deputising responsibility?

No Yes (what is the responsibility and how often does it occur?)

Project leadership

Does the post lead any project teams?

No Yes (which ones and how long for?)

Managing contract or agency workers

Does the post have any responsibility for managing contract or agency workers?

No Yes (explain how and state how many including whether they are full time or part time)

Managing mobile employees or those at a separate location

Are the employees the post supervises/manages in more than one location or mobile?

No Yes (describe how, e.g. separate departments or area offices.)

Creativity and innovation

The extent to which the work requires innovation and imaginative responses to issues and in resolving problems.

Creativity and innovation required

Give examples of the creativity and innovation required. For example: design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

Problems

Give examples of the post's requirement for daily/weekly responses to problems.

Guidelines, procedures and systems

To what extent is the job/work determined or assisted by guidelines, procedures and systems? Indicate how:

Solving and responding to issues

Give instances of where the post has to find a solution or a new response to issues (e.g. caring, advocacy, counselling).

Contacts and relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

Contacts and relationships

Describe contacts and relationships within the school or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Representation/negotiation

Does the post represent or negotiate on behalf of the Trust/school?

No Yes (Please identify the circumstances. How often does this occur?)

Decisions

The requirement to make decisions or recommendations.

Important decisions

Give examples of the most important decision(s) the postholder would make. Distinguish between decisions (for which the postholder has authority) and recommendations (made to others). Define the extent of the effects of the decisions on the department/school, other departments, other schools/organisations, service provision, corporate policy, Trust/school as a whole.

Managerial advice

On what type of issues would the postholder go to their manager for advice?

Policies and procedures that affect decisions

What policies, procedures, working standards or other guidelines/rules affect decisions required by the post?

Financial or operational limits

Are there financial or operational limits?

No Yes (please provide details below)

Sources of advice

Describe how advice is available from the manager/Headteacher or other sources e.g. rules, guidelines, manuals. For example, is advice available all the time, daily, weekly etc?

Manager's location

Is the manager at another location?

No Yes (where are they in relation to the postholder?)

Consequences

What are the consequences of decisions and recommendations made for service users, the public, other staff or Hackney Learning Trust/school as a whole?

Implications

What are the implications if the postholder gets something wrong?

Rectifying errors

How quickly would any error be rectified and how? Who would the postholder inform?

Resources

The personal and identifiable accountability for physical and financial resources.

Responsibility for physical resources

What physical resources is the post personally responsible for e.g. tools, equipment, vehicle, plant, property? Is this responsibility continuous or shared with others?

Responsibility for financial resources

What financial resources is the post personally responsible for? E.g. cash, cheques, budgets. Please indicate the value? Is this responsibility shared with others? How often does the postholder handle the resources: daily, weekly, monthly, quarterly, annually?

Working environment

The environment within which the work is carried out.

Work demands

How is the post's work planned?

Change or interruption

Is the work subject to change or interruption?

No Yes (give details and state what causes this interruption?)

Deadlines

Is work subject to deadlines?

No Yes (give examples and frequency)

Physical demands

What kind of physical effort is involved in the job? E.g. standing, walking, lifting, cleaning, keyboarding etc. Give examples and state the hours per day spent on each activity.

Working conditions

Describe the working conditions e.g. office, school, visiting other's homes, outside/inside. Is the post-holder exposed to weather, noise, dirt, driving etc?

Risks to personal safety, illness, health

Is there any potential risk to personal safety, illness, health?

No Yes (Give examples stating who or what poses the potential risk. Please note the frequency.)

Support from others

If the postholder works with the public or remotely, can they call upon immediate support from other members of staff?

No Yes (How would this support be obtained?)

Knowledge and skills

The knowledge and skill required by the postholder

Specific knowledge and skills required

What type of specific knowledge and skill is required by the postholder? E.g. interpersonal, communication skills, academic qualifications, dexterity, linguistic, literacy, numeracy, supervisory skills, IT/technical.

Importance

Which of the skills listed above are most important?

Experience required

Describe the type of experience required for the post. [e.g. work experience/domestic/non-work environment/voluntary work/academic work/other]

Further observations

Further observations

Are there any other points you wish to make which you consider have not been adequately covered in this questionnaire and would help to put the job in context?

Postholder

Name:		Signature:		Date:	
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Manager/Headteacher

Name:		Signature:		Date:	
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