

Brooke Weston Trust – Job Families

Job Evaluation Questionnaire

Job title

Librarian

General Questions

Please describe in one or two sentences the purpose of your job?

To manage and take responsibility for library services to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school.

What are the main tasks/duties/responsibilities of your job?

Lesson and initiative support / direct delivery (e.g. accelerated reader)	% of time
Supporting extra-curricular clubs and community engagement initiatives	
Directly supporting students in library	
Stock management, including LMS analysis	
Planning and delivering special events	
Admin, including purchasing	
Producing management reports	
Managing library environment	

Roughly, what percentage of time do you spend on each?

	Main tasks/duties/responsibilities	% of time
1	Lesson and initiative support / direct delivery (e.g. accelerated reader)	35%
2	Supporting extra-curricular clubs and community engagement initiatives	10%
	Directly supporting students in library	10%
3	Stock management, including LMS analysis	20%
4	Planning and delivering special events	10%
5	Admin, including purchasing	5%
6	Producing management reports	5%
7	Managing library environment	5%

Are there any tasks/duties which you do occasionally, or at a certain time of the year? If yes, please list and state how often you do them.

	Occasional tasks	How often you do them
1	Organise and attend trips off site / out of hours	1 x term
2	Delivery of special projects / initiatives to select groups	Up to 2 x term
3	Open evenings	1 x year
4	Supporting literacy coordination (whole school)	1 x fortnight

1. What knowledge is needed to be able to do your job properly under the listed headings and how is the knowledge normally acquired?			
Type of knowledge		What knowledge needed and for what purpose	How normally acquired
E.g. Procedural		Processing an order for stationery	On the job instruction and experience – minimum 1 year
(1)	Literacy and numeracy	High level of literacy and numeracy required to support children's learning and to make full use of the library resource for staff and students	GCSE or equivalent (A-C) essential, preferably formal qualification demonstrating higher level literacy skills
(2)	Procedural (e.g. procedures instructions for carrying out tasks)	Good knowledge of general school procedures in order to contribute to effective running of school day and student experiences and to model behaviours. In depth knowledge of library procedures to ensure well managed service	On job training Librarian qualification experience
(3)	Equipment (e.g. machines, tools, instruments)	Basic knowledge of school administration and reprographics resources for production of materials and simple resources	On job training
(4)	Administrative systems	Basic knowledge in order to communicate effectively and understand school processes, including use of emails, school MIS and other bespoke school packages.	On job training
(5)	Organisational (e.g. own and other sections/departments), including arrangements and policies	Sound knowledge of general school structures and policies in order to operate effectively and consistently in departments or across the whole school with all students and staff. Good understanding of curriculum offer to support access to appropriate resources	On job training
(6)	Specialist (e.g. finance, IT, social work), including practical, theoretical and conceptual knowledge	In depth knowledge of library processes and systems, inc. bespoke Library Information Management System, research techniques and children's literature in order to be effective in discharging main purpose of the role. In depth stock knowledge and how this can link to/support curriculum	On job training Formal qualification (e.g. CILIP / NVQ)
(7)	Other languages and cultures	Basic appreciation of the impact and value of equality and diversity	On job training

(8)	Other, please specify	Knowledge of school wide initiatives and extra-curricular offer to add value appropriately (e.g. Careers advice)	On job training
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Mental Skills

This measures what analytical, problem solving and judgement skills you need to do the job. It also looks at creativity and development skills, design, handling people, developing policies and procedures and planning and strategy.

1. In the boxes below, give 2 examples of decisions or recommendations you make, or problems you solve, on a day to day, or regular, basis.

Example 1

Supporting students to interpret a task and identify appropriate resources for what they need

Example 2

Investigating who is not participating in a scheme (e.g. accelerated reader) and then working with them to engage and participate to satisfy the school's expectations and aspirations for them

2. In the box below, give an example of the most difficult or important decisions or recommendations you make or problems you solve.

Supporting students who are not engaged at all to identify a book or books that may help to generate a long term affiliation with reading and the library service. These important recommendations can support the school with its overall aims.

How often do you expect to take a decision or solve a problem of this type (e.g. once a month, twice a year?)

2 times per day

3. Do you ever have to interpret or analyse information or situations in order to make a decision or recommendation, or to solve a problem?

No Go to the next question Yes Give an example in the box below:

Example of decision / recommendation / problem:

Identifying and recommending solutions to problems of low engagement in library services among key groups (e.g. KS3 boys)

Indicate nature and complexity of information / situation:

LMS holds information and data can be pulled out of the system. The Librarian keeps LMS up to date with socio-demographic data as recorded on other school information systems to allow analysis and intervention

How do you interpret or analyse the information / situation?

Generate reports from LMS and interpret system information and reports and breakdown figures in to different key groups such as pupil premium students. This involve electronic data manipulation. Present findings to SLT to help with whole school planning for key interventions to aid progress

4.	What are the requirements of your job for creative or developmental skills (in the broadest sense e.g. designing a page layout, working out how to deal with a difficult client, drawing up a new policy or procedure?)		
Please rank the following statements according to how typically they apply to the job (1 = most typical, 2 = next most typical etc.) Leave blank any statements which do not apply.			
	The work is designed in such a way that creative and developmental skills are not necessary		
3	The work requires creative skills for solving straightforward problems		
1	The work requires creative and developmental skills for solving varied problems		
2	The work requires creative and developmental skills for solving difficult problems		
	The work requires creative and developmental skills for producing innovative solutions to major problems.		
Give an example for the option you have marked 1, as being most typical			
Problem of students wanting to use the library for reasons other than its intended purpose due to the school not having sixth form areas or external space for lunchtimes and breaks. Outcome was library not always being used appropriately. Therefore created and implemented ongoing initiative (quizzes etc.) accessible to all to give students a focussed activity when using library.			
5.	Does your work require you to plan ahead or organise for the future?		
No <input type="checkbox"/>	Go to the next question		
Yes <input checked="" type="checkbox"/>	What period do these planning/organising activities mainly cover? (NB: please note the period over which planning activities take place, not the time-scale for what is planned)	Short term (days, up to weeks) Medium term (months, up to a year) Long term (more than a year)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Please give a typical example below:		
	Planning library events for example the BWT inter-school quiz. All planning activity including activities, budget planning, venue, programme, guests etc.		
6.	Are any other forms of mental skill required for your job? If so, please list them below and explain what purposes you require them for.		
Mental Skill		Purpose required for	
Empathy		Understanding the needs of service users and pressures they are under	
Organisational skills		To plan ahead for events and lesson support, to assist schemes and initiatives such as student librarians, reading mentors etc.	

Interpersonal and communication skills

This factor looks at the context, complexity and nature of the subject matter to be communicated; and the context, form, process and potential difficulty of the actual interaction with the recipient(s).

1.	Tick the boxes below to show which forms of interpersonal and communication skills are needed for your job. Say what each is used for and with whom they are used.	
Form of skill		Used for and with whom
<i>Example: Caring Skills</i>	<input checked="" type="checkbox"/>	Providing personal services to clients in their homes
<i>Example: Caring Skills</i>	<input checked="" type="checkbox"/>	Assessing client's care needs
<i>Example: Negotiating Skills</i>	<input checked="" type="checkbox"/>	Negotiating tender contract details
Caring skills	<input type="checkbox"/>	
Training skills	<input checked="" type="checkbox"/>	Staff & students in use of library. Assistant librarian on range of matters
Team working skills	<input checked="" type="checkbox"/>	With all school colleagues & students ensuring library is fit for purpose for whole school
Motivational/team leading skills – includes own staff	<input checked="" type="checkbox"/>	With assistant librarian to ensure they are fully engaged and contributing to service
Advising, guiding skills	<input checked="" type="checkbox"/>	Guiding new colleagues and students in use of library, behaviour and research techniques
Persuading, influencing skills	<input checked="" type="checkbox"/>	Encouraging students to meet behaviour expectations, to read more and to utilise resource
Counselling skills	<input type="checkbox"/>	
Conciliating skills	<input type="checkbox"/>	
Advocacy skills	<input checked="" type="checkbox"/>	To ensure ongoing support and resource is directed to the library from SLT
Negotiating skills	<input checked="" type="checkbox"/>	With suppliers to secure best pricing, including books and services
Oral (spoken) communication skills	<input checked="" type="checkbox"/>	Staff, students, outside agencies to fully contribute to delivery of effective service
Written communication skills	<input checked="" type="checkbox"/>	Staff, students, outside agencies and parents (letters, emails) to assist library operation
Oral presentation skills	<input checked="" type="checkbox"/>	Presenting to SLT, working with student groups & supporting outside agencies
Other interpersonal or communication skills	<input checked="" type="checkbox"/>	Empathy, understanding and welcoming to provide a caring and supportive environment
2.	Are you required to use a language (oral or written) other than English?	
No	<input checked="" type="checkbox"/>	Go to the next question
Yes	<input type="checkbox"/>	Complete the table below
Language	Used to communicate with.	Used for.

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3. Are you required to use any form of recognised sign language?

No Go to the next section – Physical Skills

Yes Complete the table below

Form of sign language	Used to communicate with	Used for

Physical skills

This measures the physical skills required to do the job, including finger dexterity, hand-eye co-ordination of limbs and sensory co-ordination.

1.	Tick 1 box to indicate the keyboard skills needed for your job:		
Required		Used for.	
Not required, or 2-finger operation with no time constraints	<input type="checkbox"/>		
Precision required, keyboard used for some aspects of work	<input checked="" type="checkbox"/>	Email, use of school admin systems. Also accuracy needed when issuing/returning books on LMS in busy periods. Maintaining large database of resources.	
Precision and speed, keyboard skills integral to main duties	<input type="checkbox"/>		
Considerable precision and speed, keyboard skills e.g. for data input	<input type="checkbox"/>		
2.	Tick 1 box to indicate whether driving skills are needed for your job, and state the nature and complexity of the vehicle driven.		
Required		Nature of Vehicle	Purpose of driving
Not required (other than for driving to and from work)	<input type="checkbox"/>		
Normal driving skills e.g. for travel between work locations	<input checked="" type="checkbox"/>	Car	Between work locations
Other driving skills e.g. for specialist vehicles/plant	<input type="checkbox"/>		
3.	Are there any other forms of physical skill (dexterity, co-ordination or sensory skills) required for your job (e.g. for operating equipment, machinery or tools for preparing food)?		
No	<input type="checkbox"/>	Go to the next section – Initiative and Independence	
Yes	<input checked="" type="checkbox"/>	Complete the table below	
Skill	Used for		Precision / Speed
E.g. Dexterity	Peeling, chopping vegetables		Economical use, portion control, restricted time
Dexterity	'Jacketing' (covering) books.		Needs to be done precisely to ensure longevity

Initiative and Independence

This factor looks at how independent you have to be within your job. This takes into account the nature and level of supervision of the jobholder, the level and degree of direction and guidance provided by policies, precedents, procedures and regulations, and whether the jobholder works on their own or with others.

1.	How do you know what you should be doing each day? Explain briefly below:	
	Self-planning, informed by school timetables, events calendars/diaries etc. Special requests from SLT, colleagues	
2.	What instructions, procedures, policies, legislation, govern you work? Explain briefly below:	
	CILIP (Chartered Institute of Library and Information Professionals) School Library Association guidelines / National Literacy Trust guidelines School policies and procedures for standard school operation Safeguarding legislation	
3.	Give 2 examples of problems or decision you would deal with yourself, without reference to a supervisor or manager.	
	Example 1	
	The sixth form is growing and the school library was not offering the range of resources required. Therefore decided to work with public library to ensure that all sixth formers are granted membership of public library, thereby benefiting from access to more resources	
	Example 2	
	Decisions around what stock to buy or dispose of. There is a significant annual stock turnover.	
4.	Give 2 examples of problems or decisions you would refer to your supervisor or manager:	
	Example 1	
	The accelerate reader initiative wasn't being used properly in tutor time so approached a senior leader (VP) with a proposed solution as it required a whole school timetabling change.	
	Example 2	
	Problem of engaging new year 7 students early in their school career with the library service so proposed a better approach to transition. Required permission, but now Librarian visits all year 6 feeder primary schools ahead of new intake starting each year.	
5.	What form(s) of direction, management or supervision do you receive, from whom and how often?	
	Form of direction etc.	From whom (job title)
		How often (times per week)
	E.g. Regular team meetings	Supervisor – Senior Social Worker
		Every 2 weeks

Performance Management	Line Manager (Librarian)	Annual
One-to-one meetings	VP (line manager)	1 x fortnight

Physical Demands

This question establishes the normal physical demands which are placed on anyone doing the job.

1.	Does your job require you to sit in a fixed or constrained position (e.g. sitting at a computer keyboard or in a vehicle driving seat, standing at a drawing board)?				
No	<input type="checkbox"/>	Go to the next question			
Yes	<input checked="" type="checkbox"/>	For what purposes?	When using library computer system		
		How long do you have to maintain this position at any one time?	30 minutes		
		And how often?	3	times per	day
2.	Does your job involve any other physical demands?				
No	<input type="checkbox"/>	Go to the next section – Mental Demands			
Yes	<input checked="" type="checkbox"/>	Go to the next question			
3.	Does your job require periods of standing and walking beyond normal movement between indoor working area?				
No	<input checked="" type="checkbox"/>	Go to the next question			
Yes	<input type="checkbox"/>	For what purposes?			
		How long are these periods of standing and walking?			
		And how often do they occur?		times per	
4.	Does your job require lifting and/or carrying of items or equipment (beyond light office materials, such as pens, pencils and limited quantities of paper)?				
No	Go to the next question				
Yes	X	Complete the table below:			
What and why	How heavy	How far	For how long	How often % working time	
E.g. bucket of water, for floor washing	5 kg?	50m (up flight of stairs)	5 mins	1 per day – 2%	
Carrying boxes of books	15kg	50	5 mins	2 x day	
5.	Does your job require pushing and/or pulling of items or equipment?				

No	<input type="checkbox"/>	Go to the next question			
Yes	<input checked="" type="checkbox"/>	Complete the table below:			
What and why		How heavy	How far	For how long	How often % working time
Pushing trolley of books for re-shelving stock		75kg	20m	1 minute	10 x day
6.	Does your job require rubbing, scrubbing, digging or similar form of physical effort?				
No	<input checked="" type="checkbox"/>	Go to the next question			
Yes	<input type="checkbox"/>	Which of these, and for what purposes?			
		How long at any one time do you rub and/or scrub, dig or similar?			
		And how often?			
7.	Does your job require working in an awkward position (e.g. crouching, kneeling)?				
No	<input type="checkbox"/>	Go to the next question			
Yes	<input checked="" type="checkbox"/>	Complete the table below:			
Position		Why	For how long	How often % working time	
E.g. Kneeling		To scrub kitchen floor	20-30 mins	1 per day – 10%	
Kneeling		To put away books	1 hour	1 x week	
8.	Does your job involve any other form of physical demand?				
Physical demand		Why	For how long	How often % working time	

Mental Demands

This looks at the degree and frequency of your concentration, alertness and attention to detail required by your job.

1.	Does your job require more than general awareness and sensory (i.e. using eyes, ears, touch or smell) attention, (e.g. more than general attention for watching children at play, word processing text or inputting data)?		
No	<input type="checkbox"/>	Go to the next question	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Form of sensory attention	Needed for	For how long	How often % working time
E.g. Visual & listening attention	Watching children at play	Average 2 hours	Once a week – 5%
Visual	Inputting data and information accurately into LMS	2 hours	daily
Visual	Supervising children and behaviour in the library	8 hours	Daily
Visual	Stock check/control	2 hours	4 x term
2.	Does your job require more than general mental attention or concentration (e.g. more than general mental attention for repeated manual calculations, drafting a complex report)?		
No	<input type="checkbox"/>	Go to the next question	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Form of mental concentration	Needed for	For how long	How often % working time
E.g. Totalling and tallying receipts	Balancing cash office accounts	30 mins (if tallies) to 1 hour	Twice per day – 20%
Reading, counting and tallying	Preparing library management reports	3 hours	1 x week
Totalling and analysing	Establishing initiative success, e.g. accelerated reader	2 hours	1 x month
Visual and interpretation	Reading Service (i.e. skimming journals and books for key word analysis/archiving)	4 hours	1 x term
3.	Is your job subject to work-related pressures e.g. regular deadlines, frequent interruptions, conflicting demands?		

No <input type="checkbox"/>	Go to the next question		
Yes <input checked="" type="checkbox"/>	Compete the table below:		
Form of work related pressure	Source	For how long	How often % working time
E.g. Telephone interruptions (e.g. to clerical tasks)	Suppliers, other staff	2-20 mins per call	10-20 times per day
Deadlines	Library events and reporting to SLT	Variable	Variable
Interruptions	Staff & students (reactive requests affecting planned activity)	Variable	Daily
4.	Does your job involve any other form of mental demand?		
No <input type="checkbox"/>	Go to the next section – Emotional Demands		
Yes <input checked="" type="checkbox"/>	Compete the table below:		
Mental Demand	Source	For how long	How often % working time
Multi-tasking	Varied nature of role	Variable	20%

Emotional Demands

Emotional demands are those arising from contacts or work with other people. For instance, those who are angry, difficult, upset or unwell; or in circumstances such as to cause stress to the jobholder.

1. Does your job involve contact (in person or by telephone) with people who by their circumstances or behaviour (for example homelessness, mentally ill, terminally ill) cause you emotional stress or upset? People can include the public, service users (including pupils) or other employees of the organisation, but not your immediate work colleagues.

Yes

Please give examples.

No

2. These people – who are they?

Cause of emotional stress or upset

Frequency of stress (daily/monthly/etc.)

Students

Contact with students who may display anti-social behaviour.

Variable

3. Does your job involve any other form of emotional demand?

No

Go to the next section – Responsibility for People

Yes

Complete the table below:

Emotional Demand	Why	For how long	How often

Responsibility for People – Wellbeing

This factor measures any job responsibilities which have a DIRECT (hands on) impact on the well-being of individual, or groups of, people.

1.	Do you undertake any tasks or duties which have a direct impact on people?		
No	<input type="checkbox"/>	Go to the next section – Responsibility for Supervision/Direction/Co-ordination of Employees	
Yes	<input checked="" type="checkbox"/>	Complete the table below:	
Task / Duty	Who benefits	How people benefit	
E.g. Preparing and serving meals	Pupils and staff	Regular nutritious meals maintaining health of pupils and staff	
General duty of care to provide a supportive & caring learning environment	Pupils	Learning environment where they feel confident, safe and secure to allow them to develop and learn. More accessible curriculum resources and better learning outcomes	
Role model for behaviour and responsibility	Pupils	Improved social skills and whole child development aspirations	
2.	Are any people reliant, i.e. personally dependent, on you for their care and welfare?		
No	<input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/> Complete the table below:
Reliant people (who benefit)	Needs of reliant people (how people benefit)	What done for reliant people (task/duty)	
E.g. SEN students	Physical and social support	Food preparation, bathing, and talking to students including assessing their needs and state of health.	
3.	Do you implement, or enforce (i.e. have formal responsibility for initiating prosecution against failures to comply) any Statutory Regulations which have a direct impact on the health, safety or wellbeing of people?		
No	<input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/> Complete the table below:
(A) Implement	Who direct impact on	Nature of impact	

E.g. Implement food regulations	People eating in public places	Ensuring health of people through maintenance of food hygiene standards
(B) Enforce	Who direct impact on	Nature of impact
4.	Do you have other responsibilities, not listed above, which impact on the wellbeing of people? For example development of policies or providing advice, guidance or interpretation of procedures or regulations which impact on the wellbeing of people. (Only include within this answer any responsibility that has as its main focus the wellbeing of people.)	
Responsibility	Nature of Impact	Who impact on
Supporting colleagues and wellbeing teams with referral and access to range of appropriate 'self-help' resources	Appropriate interventions as required	Students, staff
5.	Do you have any other responsibilities for people, including health and safety?	
Other responsibilities	Who benefits	How benefit
General responsibility for creating a safe environment in which students can work and socialise effectively	Students	Better opportunity to achieve learning and personal goals

Responsibility for Supervision/Direction/Coordination of Employees

This factor measures the DIRECT (hands on) responsibility of the job holder for the supervision, co-ordination or management of employees, or others in an equivalent position.

1.	Does your job involve demonstrating your own duties, giving advice and guidance or training other employees?		
No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/> Complete the table below:
Whom (Job Groups)		What (i.e. demonstrating, guiding, training)	How often
Assistant Librarian		Training/guiding in full role requirements	As required - termly
Students and new staff, volunteers, library committee		Demonstrating use of library systems and resources, supervision of	Ad-hoc (new intake busy each year)
2.	Does your job directly involve the supervision, co-ordination or management of employees or others in an equivalent position?		
No <input type="checkbox"/>	Go to the next section – Responsibility for Financial Resources		
Yes <input checked="" type="checkbox"/>	List below the employees/supervised/co-ordinated/managed, their job group and types of work and enter appropriate responsibility and location codes.		
Responsibility Codes:	1 = Regular instructions 2 = Regular checking work 3 = Regular allocation of work 4 = Organisation of work 5 = Evaluation and appraisal of work 6 = Evaluation of working methods 7 = Employee development 8 = Recruitment 9 = Discipline 10 = Co-ordination and management (the work of staff may be co-ordinated or managed through others' direct supervision)		
Location Codes:	S = Same workplace as self Number = number of other workplaces e.g. 1 = 1x other, 10 = 10x others.		
Employees supervised etc., No's, Job Groups	Type of work	Type of Responsibility Code	Location Code
E.g. 4 Finance Assistants 1 Secretary/Clerical	Order processing Typing and WP operating	1,2,3,4,5,6,8,9 2,5	S S
1 x Assistant Librarian	Full range of library duties	1-10	S

3.	Do you have other responsibilities not listed above, which impact on staff even though there is no direct managerial or supervisory relationship?	
Responsibility	Nature of Impact	Employees affected – give numbers and job group where relevant
E.g. Giving legal advice on employee discipline and employment tribunal cases	Effects individual managers and overall management	Staff and managers throughout Trust
<p>Advising staff when allocated library time to assist lesson planning/delivery</p> <p>Advising staff on strategies for increasing reading for pleasure</p>	<p>Supports teacher planning</p> <p>Provides teaching colleagues with additional skills/knowledge to help increase student literacy</p>	<p>Teachers</p> <p>Teachers/students</p>

Responsibility for Financial Resources

This factor measures the DIRECT (hands on) responsibility of the jobholder for financial resources, including budgets, accounting for expenditure or the administration of invoices etc.

1. Are you directly responsible for financial resources?			
No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/>
		Complete the table below:	
Financial responsibility	Value	Nature of impact	How often
Handling cash			
Security of cash and other financial resource			
Handling of cheques, invoices, other financial transaction documents			
Accounting for receipts or expenditures	Circa 10k	Confirming receipt - Working with finance colleagues within delegated responsibility and financial procedures	weekly
Authorising expenditures	Circa 10k	As above	weekly
Budget setting	Circa 10k	Planning use of allocated budget	annually
Budget monitoring	Circa 10k	Working with finance colleagues to ensure not overspent	monthly
Long term financial planning			
Income collection or generation	Up to £1000	Working with finance to recover debt etc Working to secure value for money at all times	Ad hoc
Other, please specify			
2. Do you have any other responsibilities that focus on the organisation's financial policies or well-being? For example, for developing financial policies and procedures or for providing advice, guidance or interpretation of policies or procedures. (Only include within this answer a responsibility which has as its main focus the organisation's financial policies or wellbeing)			
No <input checked="" type="checkbox"/>	Go to the next section – Responsibility for Physical Resources		Yes <input type="checkbox"/>
		Please specify below:	
Responsibility	Nature of Impact		

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Responsibility for Physical and Information Resources

This factor measures the DIRECT (hands on) responsibility of the jobholder for physical resources, including information systems, equipment or tools, buildings, supplies or stocks, and personal possessions of others.

1.	Are you responsible for any manual or computer information?	
No	<input type="checkbox"/>	Go to the next question
Yes	<input checked="" type="checkbox"/>	Complete the table below
Information for which responsible	Nature of responsibility	How often
E.g. Computerised personnel (50 fields) and sickness absence records for 1000 employees	Input accurately data on computer, undertake pre-set analyses, maintain confidentiality and security	Daily
Maintaining accurate records of loan stock and library use (this may include student information)	Input information accurately using dedicated Library Management System	daily
2.	Do you adapt, design or develop any information systems?	
No	<input type="checkbox"/>	Go to the next question
Yes	<input checked="" type="checkbox"/>	Complete the table below:
Information system (type & size)	How adapt/design	How often
E.g. Departmental accounts system with 500 cost centres and 100 cost codes	Draw up specification for information to be held and analysis requirements for programmer to execute	Once a year
Tracking system for engagement in initiatives and library service	Created spreadsheet for recording, reporting and tracking progress of students	Termly review to check still fit for purpose
3.	Do you use any office or other equipment, tools or instruments, or vehicles, plant and machinery?	
No	<input type="checkbox"/>	Go to the next question
Yes	<input checked="" type="checkbox"/>	Complete the table below:
Equipment etc. used	Nature of use and responsibility	How often
E.g. Mower, rotovator and hedgecutter (£1500) Garden tools and wheelbarrow (£500)	Use and general cleaning and greasing as necessary Use and general cleaning	Daily
Standard office equipment (copiers, guillotine, etc.)	For preparing general lesson resources and admin tasks	daily
4.	Are you responsible for the cleaning, maintenance or repair of buildings, external creations or equivalent?	

No <input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/>	Complete the table below:
Building / Location	Nature of responsibility		How often
E.g. School site	Inspection of cleaning		Daily
5.	Are you responsible for the adaptation, development or design of land, buildings, other construction works or equivalent?		
No <input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/>	Complete the table below:
Land / Building etc.	Nature of responsibility		How often
E.g. Gardens – 1 acre	Landscaping of borders		Twice per year
6.	Are you responsible for the security of any buildings, external locations or equivalent?		
No <input checked="" type="checkbox"/>	Go to the next question	Yes <input type="checkbox"/>	Complete the table below:
Building / External Location	Nature of responsibility		How often
E.g. 15 multipurpose inside and outside sports centres (£15m)	Draw up, and ensure compliance with security policy for the centres, their contents and users		Daily on an ongoing basis
7.	Do you order or control the stock of any equipment or supplied?		
No <input type="checkbox"/>	Go to the next question	Yes <input checked="" type="checkbox"/>	Complete the table below:
Equipment/supplies ordered or controlled	Value		How often
E.g. Ordering and stock control or departmental stationery from central supplies	£15000 pa		Monthly order
Books, journals, subscriptions, furniture, Stationary supplies, miscellaneous resources are ordered	Up to £10k (as per delegated library budget)		Weekly orders
8.	Are you responsible for any personal possessions of others?		

No <input type="checkbox"/>	Go to the next question	Yes <input checked="" type="checkbox"/>	Complete the table below:
Personal possessions	Nature of responsibility		How often
Personal possessions including medication, inhalers etc.	Look after for limited periods (e.g. transferring from classroom to medical room, during PE lessons etc.)		Occasional / as required
9.	Are you responsible for the planning of purchasing and the development of physical resources?		
No <input type="checkbox"/>	Go to the next question	Yes <input checked="" type="checkbox"/>	Complete the table below:
Physical resources	Planning responsibility		How often
E.g. Food for schools	Securing most economical purchase of food to appropriate quality standards in accordance with procurement procedures		Continuously
Books & library systems	Ensuring value for money, fit for purpose and appropriate to long term needs of the school, as set by the Principal and senior colleagues.		ongoing
10.	Do you have any other form of responsibility for physical resources, for example, developing policies or procedures in relation to physical resources, or providing advice, guidance or interpretation of policies and procedures?		
No <input checked="" type="checkbox"/>	Go to the next section – Working Conditions	Yes <input type="checkbox"/>	Complete the table below:
What	Nature of responsibility		How often

Working Conditions

This factor measures any exposure to unpleasant working conditions, for example dirt, dust, heat and cold.

1. What kind of places do you normally work in? (e.g. office, clients' homes, public library, council parks and gardens, vehicle). Give approximate % of time.

Places of work	% of Time
Library and other similar indoor environments	100%

2. If you work outside, are you required to do so in all weather conditions?

Yes <input type="checkbox"/>	Go to the next question	
No <input checked="" type="checkbox"/>	When are you not required to work outdoors?	

3. Do you experience any unpleasant environmental working conditions? (e.g. dust, dirt, temperature extremes and variations, humidity, noise, vibration, fumes, smells, steam, smoke, grease, oil, confined spaces, cramped conditions)?

No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>	Complete the table below:
Environmental working condition	Nature	How long at any one time	How often - % working time	
E.g. Noise	Children shouting in a playground	½ hour	Approx 15%	

4. Do you experience any verbal abuse, aggression or other anti-social behaviour from people (other than your immediate work colleagues)?

No <input type="checkbox"/>	Go to the next question		Yes <input checked="" type="checkbox"/>	Complete the table below:
Nature and source of abuse/aggression		How long at any one time	How often - % working time	
E.g. Swearing from angry parents or members of the public			5 per day – less than 5%	
Swearing / antisocial behaviour from students		2 mins	1 x term	

5. Do you encounter any hazards in your job?

No <input checked="" type="checkbox"/>	Go to the next question		Yes <input type="checkbox"/>	Complete the table below:
Hazard	How long at any one time		How often - % working time	
E.g. Being cut when cleaning lawn mower blades	10 minutes		Once a day – 1-2%	

6. Do you encounter any other disagreeable or unpleasant working conditions in your job?					
No <input checked="" type="checkbox"/>		Go to the next question		Yes <input type="checkbox"/>	
What and Nature			How long at any one time		How often - % working time
7. Do you wear any form of protective clothing to carry out your job?					
No <input checked="" type="checkbox"/>		Questionnaire Complete		Yes <input type="checkbox"/>	
What		Why		How long at any one time	

Authorisation			
I consider that this questionnaire is a fair and accurate statement of the requirements of the job.			
Employee Sign* & Print Name			Date*
Line Manager Sign* & Print Name			Date*