

Job Title	Job Description Number	Knowledge & Skills								Effort Demands								Responsibilities								Working Conditions		Overall Score
		Knowledge		Mental		Interpersonal & Communication		Physical		Initiative & Independence		Physical		Mental		Emotional		People		Supervision/Directon/Co-ordination of employees		Financial Resources		Physical Resources				
		Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	
Admin Assistant	1	2	40	2	26	2	26	2	26	2	26	2	20	2	20	2	20	2	26	1	13	1	13	2	26	2	20	302
Administrator	2	3	60	2	26	2	26	3	39	2	26	1	10	3	30	2	20	2	26	1	13	1	13	2	26	1	10	325
Assistant Chef	3	2	40	2	26	2	26	3	39	2	26	3	30	3	30	1	10	2	26	1	13	1	13	2	26	2	20	325
Assistant Community Lettings Manager	57	2	40	2	26	2	26	2	26	2	26	3	30	2	20	1	10	2	26	2	26	1	13	2	26	3	30	325
Assistant Librarian	4	3	60	2	26	3	39	2	26	2	26	2	20	2	20	2	20	2	26	1	13	1	13	2	26	1	10	325
Assistant Technician	5	2	40	1	13	2	26	2	26	1	13	2	20	1	10	1	10	2	26	1	13	1	13	2	26	3	30	266
Attendance Officer	6	3	60	2	26	3	39	2	26	2	26	1	10	2	20	3	30	3	39	1	13	1	13	2	26	2	20	348
Careers Advisor	7	4	80	3	39	3	39	2	26	4	52	1	10	1	10	1	10	2	26	1	13	2	26	2	26	1	10	367
Catering Assistant	8	1	20	1	13	2	26	3	39	1	13	3	30	2	20	1	10	2	26	1	13	1	13	2	26	3	30	279
Catering Manager	9	4	80	3	39	3	39	2	26	4	52	3	30	3	30	1	10	3	39	3	39	3	39	3	39	2	20	482
Catering Supervisor	51	2	40	2	26	2	26	3	39	2	26	3	30	2	20	1	10	2	26	2	26	1	13	2	26	3	30	338
Cleaner	10	1	20	1	13	1	13	2	26	1	13	3	30	2	20	1	10	2	26	1	13	1	13	2	26	3	30	253
Cleaning Supervisor	11	2	40	2	26	2	26	2	26	2	26	3	30	2	20	1	10	2	26	2	26	1	13	2	26	3	30	325
Community Lettings Assistant	48	1	20	1	13	1	13	2	26	1	13	3	30	2	20	1	10	2	26	1	13	1	13	2	26	3	30	253
Community Lettings Manager	12	3	60	3	39	3	39	3	39	3	39	2	20	2	20	1	10	2	26	3	39	2	26	3	39	1	10	406
Curriculum Support Manager	53	4	80	3	39	3	39	2	26	3	39	1	10	3	30	2	20	2	26	3	39	1	13	2	26	2	20	407
Curriculum Support Officer	13	3	60	3	39	3	39	2	26	2	26	1	10	3	30	2	20	2	26	1	13	1	13	2	26	2	20	348
Curriculum Support Officer (level 2)	14	4	80	3	39	3	39	2	26	3	39	1	10	3	30	2	20	3	39	1	13	1	13	2	26	2	20	394
Data Officer	15	4	80	4	52	3	39	3	39	3	39	1	10	4	40	1	10	2	26	1	13	1	13	3	39	1	10	410
DSP Assistant	16	2	40	2	26	3	39	2	26	2	26	3	30	2	20	3	30	2	26	1	13	1	13	2	26	3	30	345
Early Years Practitioner (level1)	17	3	60	2	26	3	39	2	26	2	26	2	20	2	20	2	20	3	39	1	13	1	13	2	26	2	20	348
Early Years Practitioner (level2)	52	3	60	3	39	3	39	2	26	3	39	2	20	2	20	2	20	3	39	2	26	1	13	2	26	2	20	387
Education Welfare Assistant	18	3	60	2	26	3	39	2	26	2	26	1	10	2	20	3	30	3	39	1	13	1	13	2	26	2	20	348
Education Welfare Officer	19	4	80	3	39	4	52	2	26	4	52	1	10	3	30	4	40	3	39	2	26	1	13	2	26	2	20	453
Educational Healthcare Assistant	20	2	40	2	26	3	39	2	26	2	26	2	20	2	20	3	30	3	39	1	13	1	13	2	26	2	20	338
Examinations Officer	22	4	80	3	39	3	39	2	26	3	39	2	20	3	30	1	10	2	26	2	26	2	26	3	39	1	10	410
Extended Provision Assistant	21	2	40	2	26	3	39	2	26	2	26	2	20	3	30	2	20	2	26	1	13	1	13	2	26	1	10	315
Finance Assistant	23	3	60	2	26	2	26	2	26	2	26	1	10	2	20	1	10	2	26	1	13	2	26	2	26	1	10	305
Finance Officer (primary)	24	4	80	3	39	3	39	3	39	4	52	1	10	3	30	1	10	2	26	2	26	4	52	2	26	1	10	439
Finance Officer (secondary)	54	4	80	3	39	3	39	3	39	4	52	1	10	3	30	1	10	2	26	2	26	5	65	2	26	1	10	452
Groundsman	25	3	60	2	26	2	26	3	39	3	39	4	40	2	20	1	10	2	26	1	13	1	13	3	39	3	30	381
Head Chef	26	3	60	3	39	3	39	3	39	3	39	3	30	2	20	1	10	3	39	2	26	2	26	3	39	2	20	426
HLTA	27	4	80	3	39	4	52	2	26	3	39	2	20	3	30	2	20	4	52	1	13	1	13	2	26	2	20	430
HR Officer	28	4	80	3	39	4	52	2	26	3	39	1	10	3	30	2	20	2	26	3	39	1	13	2	26	1	10	410
Invigilator	49	2	40	1	13	2	26	1	13	2	26	2	20	4	40	1	10	2	26	1	13	1	13	2	26	1	10	276
IT Manager	29	5	100	4	52	4	52	3	39	4	52	2	20	3	30	1	10	2	26	4	52	3	39	4	52	1	10	534
IT Technician	30	3	60	3	39	2	26	2	26	2	26	2	20	2	20	1	10	2	26	1	13	1	13	3	39	1	10	328
Librarian	31	4	80	3	39	4	52	2	26	4	52	2	20	3	30	2	20	2	26	2	26	2	26	3	39	1	10	446
Media Officer	32	3	60	3	39	3	39	3	39	3	39	1	10	3	30	1	10	2	26	1	13	1	13	3	39	1	10	367
Midday Assistant	33	1	20	1	13	2	26	1	13	1	13	2	20	3	30	2	20	2	26	1	13	1	13	1	13	3	30	250
Midday Supervisor	50	2	40	2	26	2	26	1	13	2	26	2	20	3	30	2	20	2	26	2	26	1	13	1	13	3	30	309
Personal Assistant	34	4	80	3	39	4	52	3	39	4	52	1	10	3	30	2	20	2	26	1	13	1	13	2	26	1	10	410
School Business Manager	35	6	121	5	65	4	52	2	26	5	65	1	10	4	40	1	10	2	26	4	52	5	65	3	39	1	10	581
School Counsellor	36	5	100	4	52	4	52	2	26	4	52	1	10	3	30	4	40	3	39	1	13	1	13	2	26	2	20	473
Senior Administrator	37	4	80	3	39	4	52	2	26	3	39	1	10	3	30	2	20	2	26	3	39	1	13	2	26	1	10	410
Senior IT Technician	38	4	80	3	39	3	39	3	39	3	39	2	20	3	30	1	10	2	26	2	26	1	13	3	39	1	10	410
Senior Technician	39	3	60	3	39	3	39	3	39	3	39	2	20	2	20	1	10	3	39	2	26	2	26	3	39	3	30	426
Site Assistant	40	3	60	2	26	2	26	3	39	2	26	3	30	2	20	1	10	2	26	1	13	1	13	2	26	3	30	345
Site Manager (primary)	55	5	100	4	52	3	39	3	39	4	52	3	30	3	30	1	10	3	39	3	39	2	26	3	39	2	20	515
Site Manager (secondary)	41	5	100	4	52	3	39	3	39	4	52	3	30	3	30	1	10	3	39	4	52	3	39	4	52	2	20	554
Site Supervisor	42	3	60	3	39	2	26	3	39	3	39	3	30	2	20	1	10	2	26	2	26	2	26	3	39	2	20	400
Student Support Officer	43	3	60	3	39	3	39	2	26	3	39	1	10	2	20	2	20	2	26	1	13	1	13	2	26	2	20	351
TA level 1	44	2	40	1	13	3																						