

**SCHOOL SUPPORT STAFF ROLE PROFILES  
WITH NJC JES MODEL EVALUATIONS  
ADMINISTRATION AND MANAGEMENT ROLES**

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<b>Role Title</b>						
<b>Administration 1</b>						
<b>Purpose of the role (job statement)</b>						
To provide general clerical or administrative support to the school under the direction or instruction of senior staff.						
<b>Responsibilities</b>						
Key duties:						
<ol style="list-style-type: none"> <li>1. Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Head teacher</li> <li>2. Update manual and computerised records/management information systems.</li> </ol>						
Individuals in this role may also undertake some or all of the following:						
<ol style="list-style-type: none"> <li>1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors</li> <li>2. Open, sort and distribute incoming mail and post outgoing mail</li> <li>3. First point of contact for sick pupils, liaise with parents / carers / staff</li> <li>4. Assist with arrangements for visits, for example by school nurse, photographer</li> <li>5. Ensure collection of attendance registers</li> <li>6. Arrange orderly and secure storage of supplies.</li> <li>7. Occasionally handle cash e.g. for school visits, dinner money</li> </ol>						
<b>Indicative knowledge, skills and experience</b>						
<ul style="list-style-type: none"> <li>• Some knowledge of administration and office systems.</li> <li>• NVQ 2 or equivalent</li> </ul>						
<b>NJC Job Evaluation Assessment</b>						
<b>Factor</b>	<b>Relevant Job Information</b>			<b>JE Level</b>	<b>Score</b>	
1	Knowledge	Requires knowledge of a range of administrative support tasks and office and related school procedures and systems equivalent to national qualifications level 2			2	40
2	Mental Skills	Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.			1	13
3	Interpersonal and Communication Skills	Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.			2	26
4	Physical Skills	Standard keyboard skills, use of office equipment			2	26
5	Initiative & Independence	Follows instructions or set routines. Decisions relate to own daily workload.			1	13
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.			1	10
7	Mental demands	Concentration for undertaking administrative tasks			1	10
8	Emotional Demands	Exposure to emotionally demanding situations is infrequent.			1	10

9	Responsibility for People wellbeing	Provides administrative support services	1	13/26
		Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.	2	
10	Responsibility for Supervision	May demonstrate administrative duties to new or less experienced staff.	1	13
11	Responsibility for Financial Resources	May handle small amounts of cash	1	13
12	Responsibility for Physical, and Information Resources	Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range.	2(a)	26
13	Working Conditions	Work is normally carried out in an office environment.	1	10
<b>Total</b>				<b>223-236</b>

<b>Role Title</b>				
<b>Administration 2</b>				
<b>Purpose of the role (job statement)</b>				
To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment</li> <li>2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)</li> <li>3. Maintain manual and computerised records and management information systems.</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Deal with enquiries either by telephone or face-to-face and sign in visitors</li> <li>2. First point of contact for sick pupils, liaise with parents / carers/staff</li> <li>3. Assist with arrangements for school visits and events</li> <li>4. Maintain stocks and supplies, selling and distributing as required</li> <li>5. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash</li> <li>6. Provide administrative support for meetings and take notes at meetings</li> <li>7. Assist with the administration of school lettings and other uses of school.</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• General clerical, administrative and financial work, as appropriate.</li> <li>• Working at or towards national occupational standards (NOS) in business and administration level 2 and knowledge / skills equivalent to current national qualifications level 2</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
Factor		Relevant Job Information	JE Level	Score
1	Knowledge	Requires knowledge of procedures for a range of administrative activities including knowledge of various IT packages equivalent to national qualifications level 2 plus operational experience of administrative systems.	3	60
2	Mental Skills	Assesses and resolves day to day problems, such as completing statutory returns, book-keeping or school publications issues.	2	26
3	Interpersonal and Communication Skills	Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.	2	26
4	Physical Skills	Standard keyboard skills	2	26/39
		Most tasks require keyboard skills used with precision and speed	3	
5	Initiative & Independence	Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.	2	26

6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental demands	Concentration for administrative tasks including data collection. Work may be interrupted.	2	20
8	Emotional Demands	Exposure to emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	Provides administrative support services	1	13/26
		Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.	2	
10	Responsibility for Supervision	May demonstrate administrative duties to new or less experienced staff.	1	13
11	Responsibility for Financial Resources	May handle small amounts of cash (e.g. dinner money, school visits)	1	13/26
		Regularly handles cash, cash equivalents e.g. dinner monies, school visits, undertakes financial administration	2	
12	Responsibility for Physical, and Information Resources	Responsible for the maintenance and updating of records. Responsible for the selection, ordering and storage of supplies, within a limited range.	2	26
13	Working Conditions	Work is normally carried out in an office environment.	1	10
<b>Total</b>				<b>279-318</b>

<b>Role Title</b>				
<b>Administration 3</b>				
<b>Purpose of the role (job statement)</b>				
To provide administrative and organisational services to the school under the management and guidance of senior staff.				
<b>Responsibilities</b>				
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Provide administrative, and organisational services to the school</li> <li>2. Liaise with pupils, parents/carers</li> <li>3. Liaise with other staff and external agencies</li> <li>4. Analyse and evaluate data and information and run reports</li> <li>5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages</li> <li>6. Organise meetings and take notes</li> <li>7. Process forms, returns, etc., including those to outside agencies</li> <li>8. Contribute to the planning and development of administrative procedures and systems.</li> <li>9. Allocate work to administrative staff at lower levels on a regular basis.</li> <li>10. Demonstration of tasks to more junior colleagues on a regular basis</li> </ol> <p>Individuals in this role may also undertake some or all of the following:</p> <ol style="list-style-type: none"> <li>1. Respond to reception and visitor enquiries</li> <li>2. Organise arrangements for school visits and events</li> <li>3. Monitor pupil attendance and run reports</li> <li>4. Undertake personnel administration, such as CRB checks</li> <li>5. Monitor and manage a limited range of stock within an agreed budget</li> <li>6. Assist with producing marketing and promotion material for the school</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems. Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 3.</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	<p>Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.</p> <p>Knowledge and skills equivalent to national qualifications level 3.</p>	3	60
2	Mental Skills	<p>Carries out a variety of tasks within set frameworks; requires creative skills for e.g. developing administrative procedures.</p> <p>Analytical skills for monitoring and analysis of information and data.</p>	3	39

3	Interpersonal and Communication Skills	Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues	3	39
4	Physical Skills	Most tasks require keyboard skills used with precision and speed	3	39
5	Initiative & Independence	Works within clear guidelines, but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.	3	39
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Concentration for administrative tasks; work is regularly interrupted.	2	20
8	Emotional Demands	Exposure to emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.	2	26
10	Responsibility for Supervision	Regular day-to-day allocation of work to others, requiring occasional supervisory responsibility	2	26
11	Responsibility for Financial Resources	May handle small amounts of cash (e.g. dinner money, school visits)	1	13/26
		Regularly handles cash, cash equivalents e.g. dinner monies, school visits.	2	
12	Responsibility for Physical, and Information Resources	Responsible for the maintenance and updating of records systems	2	26
13	Working Conditions	Work is normally carried out in an office environment.	1	10
<b>Total</b>				<b>357-370</b>

<b>Role Title</b>				
<b>Administration 4</b>				
<b>Purpose of the role (job statement)</b>				
To manage the administrative and/or finance function within a school.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Plan, develop, organise and monitor support systems, and procedures</li> <li>2. Contribute to the development of administration policies</li> <li>3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others</li> <li>4. Liaise with other staff, pupils, parents/carers and external agencies</li> <li>5. Develop and maintain recording and information systems, including personnel staff.</li> <li>6. Undertake analysis and interpretation of data, and produce detailed reports and complex information</li> <li>7. Operates bespoke school information management systems</li> <li>8. Responsible for completion and submission of forms, returns etc., including those to outside agencies</li> <li>9. Produce, and respond to, correspondence</li> <li>10. Monitor school budgets</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Manage the school's financial processes and budgets</li> <li>2. Allocate work to administration staff</li> <li>3. Manage / supervise administrative staff</li> <li>4. Monitor service contracts, school licences and insurance</li> <li>5. Contribute to marketing and promotion of the school</li> <li>6. Manage lettings and the use of premises for the use of outside organisations and local community.</li> <li>7. Coordinate, purchase, repair and maintenance of furniture and fittings.</li> <li>8. Responsible for effective operation of payroll system</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Knowledge and experience of relevant administrative systems and specialist ICT packages. Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications Level 4.</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	Knowledge for developing and management of relevant administrative/financial procedures, including use of relevant ICT packages and systems, and knowledge of administration policies and procedures, acquired through experience over a period of time and across a range of activities equivalent to national qualifications level 4.	4	80
2	Mental Skills	Carries out a variety of tasks within set frameworks; requires creative skills for e.g. developing administrative procedures. Analytical skills for interpreting data and complex information	3	39

3	Interpersonal and Communication Skills	Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.	3	39/52
		Communicates with staff, pupils, parents/carers, governors, suppliers and a range of other external contacts: responds to a range of difficult issues. Skills for contract negotiation, managements and motivation of other administrative staff.	4 (b) and (c)	
4	Physical Skills	Most tasks require keyboard skills used with precision and speed	3	39
5	Initiative & Independence	Makes decisions on issues where there is no clear process and job holder responds independently. Manages administrative support services.	4	52
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Concentration for complex administrative and financial tasks. Has work related pressures through deadlines and interruptions	3	30
8	Emotional Demands	. Exposure to emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.	2	26
10	Responsibility for Supervision	May demonstrate administrative duties to new or less experienced staff.	1	13/39
		Regular day-to-day allocation of work to others, requiring occasional supervisory responsibility	2	
		Line management responsibility for administrative staff	3	
11	Responsibility for Financial Resources	Regular cash handling accountable for small expenditures	2(a)	26/39
		Manages and monitors school financial processes and budgets	3(a)	
12	Responsibility for Physical, and Information Resources	Advisory responsibilities in relations to administrative services including planning, developing and mentoring the support systems and procedures. Develops and maintains recording and information systems.	3	39
13	Working Conditions	Work is normally carried out in an office environment.	1	10
<b>Total</b>				<b>426-478</b>

<b>Role Title</b>				
<b>Finance 1</b>				
<b>Purpose of the role (job statement)</b>				
To provide general finance administrative support to facilitate the efficient and effective use of the school's budget.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Place and process orders and invoices</li> <li>2. Check incoming stock deliveries and arrange for distribution and storage</li> <li>3. Arrange payment of invoices for stocks, including checking supplier statements</li> <li>4. Maintain records of free school meals and undertake related financial administration, such as catering returns</li> <li>5. Responsible for petty cash and banking of cash</li> <li>6. Enter income and expenditure on the finance system.</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Receive and record monies from pupils and parents / carers relating for example to school visits, uniform sales and photographs</li> <li>2. Undertake other administrative support duties, such as reception duties</li> <li>3. Collate VAT returns and payments.</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Working at or towards relevant Business and Administration national occupational standards (NOS) that underpin qualifications at Level 2.</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	Knowledge of procedures for updating finance systems, processing orders and invoices, school financial processes equivalent to national qualifications level 2.	2	40
2	Mental Skills	Routine decisions on finance and administrative tasks (such as making payments and financial entries).	1	13
3	Interpersonal and Communication Skills	Communicates orally routine information internally.	1	13/26
		Communicates basic financial information to teachers, other staff and external suppliers.	2	
4	Physical Skills	Keyboard skills for data entry, precision required.	3	39
5	Initiative & Independence	Follows detailed instructions/set procedures; supervised by more senior finance staff	1	13
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Concentration for financial processing tasks; Administrative work is occasionally interrupted.	2	20
8	Emotional Demands	Exposure to emotionally demanding situations is rare.	1	10

9	Responsibility for People Wellbeing	Contact is generally incidental to the main job duties	1	13
10	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11	Responsibility for Financial Resources	Responsible for the maintenance and updating of financial records; handling cash (e.g. dinner money, school visits).	2(a)	26
12	Responsibility for Physical and Information, Resources	Responsible for maintaining school financial records	2(a)	26
13	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>246-259</b>

<b>Role Title</b>					
<b>Finance 2</b>					
<b>Purpose of the role (job statement)</b>					
To undertake specific finance support responsibilities to ensure the efficient and effective use of the school's budget.					
<b>Responsibilities</b>					
Key duties:					
<ol style="list-style-type: none"> <li>1. Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues</li> <li>2. Monitor monthly budgets and highlights/flags senior staff on variances</li> <li>3. Produce a range of financial information financial and data for the senior leadership team</li> <li>4. Receive and record monies from pupils and parents / carers</li> <li>5. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.</li> </ol>					
Individuals in this role may also undertake some or all of the following:					
<ol style="list-style-type: none"> <li>1. Undertake other support duties such as reception, dealing with correspondence, filing and word processing</li> <li>2. Process travel and subsistence claims</li> <li>3. Assist with school lettings.</li> </ol>					
<b>Indicative knowledge, skills and experience</b>					
<ul style="list-style-type: none"> <li>• General experience of working in a finance role.</li> <li>• Working at or towards national occupational standards (NOS) for accountancy and finance and knowledge / skills equivalent to current national qualifications Level 3.</li> </ul>					
<b>NJC Job Evaluation Assessment</b>					
<b>Factor</b>	<b>Relevant Job Information</b>			<b>JE Level</b>	<b>Score</b>
1	Knowledge	Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring equivalent to national qualifications level 3.		3	60
2	Mental Skills	Resolves financial queries e.g. over order processing, financial records issues.		2	26
3	Interpersonal and Communication Skills	Communicates basic financial information to teachers, other staff and external suppliers.		2	26
4	Physical Skills	Keyboard skills, applied with precision and speed		3	39
5	Initiative & Independence	Works from instructions but makes decisions, such as resolving basic supplier issues; serious issues e.g. significant budget variances referred to more senior staff.		2	26
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.		1	10
7	Mental Demands	Concentration required for financial processing tasks. Administrative work is occasionally interrupted.		2	20
8	Emotional Demands	Exposure to emotionally demanding situations is rare.		1	10
9	Responsibility for People wellbeing	Contact is generally incidental to the main job duties		1	13

10	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff	1	13
11	Responsibility for Financial Resources	Responsible for the maintenance and updating of financial records. Provides factual advice and guidance on school financial procedures	2 (b)	26
12	Responsibility for Physical and Information, Resources	Responsible for processing financial information and maintaining school records.	2 (a)	26
13	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>305</b>

<b>Role Title</b>			
<b>Finance 3</b>			
<b>Purpose of the role (job statement)</b>			
To provide a full range of finance administrative support to the school.			
<b>Responsibilities</b>			
Key duties:			
<ol style="list-style-type: none"> <li>1. Assist with the design and implementation of the school's financial procedures and systems</li> <li>2. Assist with the preparation/prepare the draft annual budget and financial plans</li> <li>3. Maintain the school's accounting systems</li> <li>4. Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations</li> <li>5. Produce financial analysis and reports, including liaising and reporting to the Local Authority</li> <li>6. Manage petty cash and ensure appropriate use of the school's bank accounts</li> <li>7. Process orders and approve payments ensuring correct financial control is applied</li> <li>8. Reconcile accounts</li> <li>9. Responsible for adherence to financial regulations and audit requirements and advising on the application of these.</li> </ol>			
Individuals in this role may also undertake some or all of the following:			
<ol style="list-style-type: none"> <li>1. Undertake day-to-day supervision of more junior finance staff</li> <li>2. Undertake administrative duties, such as reception, filing, and document preparation.</li> </ol>			
<b>Indicative knowledge, skills and experience</b>			
<ul style="list-style-type: none"> <li>• Experience of working in a finance role.</li> <li>• Working at or towards national occupational standards (NOS) accountancy and finance and knowledge / skills equivalent to current national qualifications Level 4.</li> </ul>			
<b>NJC Job Evaluation Assessment</b>			
<b>Factor</b>	<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances equivalent to national qualifications level 4.	4	80
2	Mental Skills Contributes to design and implementation of financial procedures; carries out of tasks, requiring analytical skills such as processing orders and payments, financial monitoring and reporting, assisting with budget preparation.	3	39
3	Interpersonal and Communication Skills Communicates a range of financial information both verbally and in writing with the senior leadership team and other staff.	3(d)	39
4	Physical Skills Keyboard skills applied with precision and speed	3	39
5	Initiative & Independence Responsibility for specified administrative duties requiring a degree of initiative.	3	39

6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Concentration for medium periods for reconciliation of accounts.	3(c)	30
8	Emotional Demands	Exposure to emotionally demanding situations is infrequent.	1	10
9	Responsibility for People wellbeing	Contact is generally incidental to the main job duties	1	13
10	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13/26/39
		Some day-to-day allocation of work to others, requiring occasional supervisory responsibility	2	
		Regular supervisory responsibility for more junior finance staff.	3	
11	Responsibility for Financial Resources	Responsible for the maintenance and updating of financial records. Manage petty cash and assure appropriate use of the schools bank account. Advise in relation to internal financial procedures.	3(a)	39
12	Responsibility for Physical, and Information Resources	Responsible for maintenance of schools financial procedures and systems	3(a)	39
13	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>400 - 426</b>

<b>Role Title</b>				
<b>Finance 4</b>				
<b>Purpose of the role (job statement)</b>				
To manage the school's finance systems and finance team.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries)</li> <li>2. Work with the Head teacher / senior staff to prepare the annual budgets and undertake financial planning</li> <li>3. Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team</li> <li>4. Manage the financial management system</li> <li>5. Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making</li> <li>6. Responsible for producing annual and statutory returns</li> <li>7. Manage procurement within the school, including contract management and compliance to contractual conditions</li> <li>8. Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends</li> <li>9. Line manages the finance team.</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Assist with funding/grant submissions</li> <li>2. Manage stocks of supplies and consumables</li> <li>3. Deal with VAT returns and liabilities</li> <li>4. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Significant experience of working in a finance role.</li> <li>• Working at or towards national occupational standards (NOS) for accountancy and finance and knowledge / skills equivalent to current national qualifications Level 5.</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	Knowledge of financial management regulations, procedures and practices, development and implementation of financial systems and procedures equivalent to current national qualifications level 5.	5	100
2	Mental Skills	Develops and implements financial procedures; requires skills to analyse and interpret detailed and complex financial information.	4	52
3	Interpersonal and Communication Skills	Exchange of information both verbally and in writing with the senior leadership team, other staff, pupils, parents / carers	3	39/52
		Manages relationships with external suppliers and bodies such as the local authority, auditors	4	
4	Physical Skills	Tasks requiring keyboard skills, used with precision and speed	3	39

5	Initiative & Independence	Makes decisions on issues where there is no clear process and job holder responds independently. Manages financial support.	4	52
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Concentration for lengthy periods for processing and reconciliation of accounts. Pressure of deadlines.	4 (c) and (d)	40
8	Emotional Demands	Exposure to emotionally demanding situations is rare.	1	10
9	Responsibility for People	Contact is generally incidental to the main job duties	1	13
10	Responsibility for Supervision	Supervisory responsibility for a small team of finance staff.	3	39
11	Responsibility for Financial Resources	Responsible for providing advice on external financial regulations. Shared responsibility for development of financial policies and procedures. Responsible for finance administration for school Makes decisions / recommendations that can affect whole school policies, resources or outcomes (such as budget setting). Such decisions have a significant direct impact on service provision.	4(a)	52
12	Responsibility for Physical, and Information Resources	Responsible for financial administration system for school, manage procurement.	4(a) and (d)	52
13	Working Conditions	Work normally carried out in an office environment.	1	10
				<b>508-521</b>

<b>Role Title</b>				
<b>Business Management 1</b>				
<b>Purpose of the role (job statement)</b>				
Responsible for the planning, development, and delivery of the support function for the school.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Responsible for business and financial management of school resources</li> <li>2. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.</li> <li>3. Contribute to the development of training programmes/learning opportunities and mentoring for support staff.</li> <li>4. Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school</li> <li>5. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies</li> <li>6. Manage the procurement process, including securing appropriate service contracts, licences and insurance.</li> <li>7. Contribute to the development of policies for school support function.</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Management of facilities, including premises, lettings and liaising with external contractors</li> <li>2. Prepare and submit bids for funding from outside agencies under the direction of the Head teacher</li> <li>3. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.</li> <li>4. Line manage teaching assistants and other support staff</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Significant experience in administrative / finance roles.</li> <li>• Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM).</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	Knowledge of business and administration management, across a range of activities, such as finance, procurement, administration and staff management, acquired through experience. Equivalent to national qualifications level 4 or certificate of School Business Management	4	80
2	Mental Skills	Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.	4	52
3	Interpersonal and Communication Skills	Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR.	4 (b)(c) and (d)	52
4	Physical Skills	Standard keyboard skills	2	26

5	Initiative & Independence	Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages school support staff making decisions in relation to the delivery of a range of functions.	4	52
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental demands	Medium periods of concentration for meetings, reports, analysis; Management work may be interrupted and this may require a switch from one activity to another.	3(c)	30
8	Emotional Demands	Exposure to emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	Contributes to the development of policies for management of school support function for benefit of pupils.	3	39
10	Responsibility for Supervision	Supervision of support staff	3	39/52
		Line management responsibility for support staff groups	4	
11	Responsibility for Financial Resources	Budget management and income generation responsibilities	4(a)	52
12	Responsibility for Physical, and Information Resources	Manage the procurement process, may prepare and submit bids for funding.	4(e)	52
13	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>504-517</b>

<b>Role Title</b>				
<b>Business Management 2</b>				
<b>Purpose of the role (job statement)</b>				
Responsible for the planning, development, and delivery of support function within a school or cluster of small schools; member of the senior management team.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies</li> <li>2. Manage the school's support functions</li> <li>3. Line management of school support staff including recruitment, induction, performance management, training and mentoring systems for support staff.</li> <li>4. Develop appropriate policies relevant to school support functions</li> <li>5. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school</li> <li>6. Develop income generating activities including preparation of and submission of bids for funding to external agencies.</li> <li>7. Responsible for the development of the marketing strategy for the school.</li> <li>8. Responsible for the overall equipment ordering process.</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Manage the delivery of extended services activities</li> <li>2. Management of facilities, including premises, lettings and liaising with external contractors</li> <li>3. Be the health and safety manager for the school.</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Significant experience in administrative / finance roles.</li> <li>• Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 5 or having or willing to work towards the Diploma of School Business Management (DSBM).</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	Specialist knowledge of the range of theory and practice of business and administration management, such as finance, procurement, administration staff management acquired through extensive experience and expertise. equivalent to national qualifications level 5 or Diploma of School Business Management.	5	100
2	Mental Skills	. Skills for school business and finance planning, including requiring interpretation of budget planning, development of administrative & financial procedures, Involving a range of complex issues situations and problems,	5	65
3	Interpersonal and Communication Skills	Advises leads and negotiates on behalf of school in external matters such as contracts, procurement, funding bids; Requires highly developed communications skills to deal with a range of whole school issues, e.g. service contracts, income generation activities.	5 (b) and (c)	65

4	Physical Skills	Standard keyboard skills	2	26
5	Initiative & Independence	Member of the senior management team Makes independent decisions in relation to the development and operational delivery of a range of support services in school.	5	65
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental Demands	Lengthy periods of concentration for meetings, reports and analysis; Management work may be interrupted and this may require a switch from one activity to another.	4c	40
8	Emotional Demands	Exposure to difficult or emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	In liaison with senior management team, ensures compliance with policy, statute and national guidelines regarding support staff functions for the benefit of pupils.	4	52
10	Responsibility for Supervision	Line management responsibility for all support staff in one large school <b>and/or</b>	4	52/65
		Line management of support staff in different teams across a cluster of schools.	5	
11	Responsibility for Financial Resources	Business and financial management of school resources	4(a)	52/65
		Business and financial management of a large school or cluster of schools; responsible for development of financial policies for school(s)	5(a)	
12	Responsibility for Physical, and Information Resources	Responsible for the physical and information resources in a large school or cluster of schools. Overall responsibility for ordering of equipment, services, supplies	4(d)	52
13	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>599-625</b>

<b>Role Title</b>				
<b>Business Management 3</b>				
<b>Purpose of the role (job statement)</b>				
To be responsible for the planning, development, and delivery of support function within a large school or a cluster of schools. Member of the senior management team.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Responsible for the development, management, operation and delivery of support services within a large school or cluster of schools.</li> <li>2. Responsible for the financial planning, forecasting and expenditure of a large school support staff budget.</li> <li>3. Responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for all support staff.</li> <li>4. Leads on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions, in consultation with the operational needs of the school.</li> <li>5. Responsible for the content and submission of relevant information to the senior management team, the governing body and outside agencies.</li> <li>6. Manage procurement and be responsible for securing relevant sponsoring and partnership arrangements adding value and financial benefits to the school.</li> <li>7. Identify the need and be responsible for securing appropriate licences and insurance.</li> <li>8. Responsible for devising effective marketing and promotion strategies for the school, including organisation of events and open days.</li> <li>9. Lead the development of health and safety plans within the school.</li> <li>10. Responsible for the management of facilities, including use of major building premises and associated income.</li> <li>11. Assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Significant experience in administrative / finance roles.</li> <li>• Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 6 or the Advanced Diploma of School Business Management (ADSBM) or Director of School Business Management.</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1	Knowledge	<p>Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities including finance, procurement, administration, management of staff in dispersed locations.</p> <p>Administrative, financial or accounting qualifications equivalent to national qualifications level 6, or the Advanced Diploma of School Business Management (ADSBM) plus management experience.</p>	6	121
2	Mental Skills	<p>Develops and implements school policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations over the long term, including whole school budget preparation and planning, support service monitoring.</p>	6	78

3	Interpersonal and Communication Skills	Negotiates, advises, leads on behalf of school in external matters such as contracts, procurement, funding bids; regularly deals with a range of complex whole school finance and HR issues.	5(b) and (c)	65
4	Physical Skills	Standard keyboard skills	2	26
5	Initiative & Independence	Develops strategic policies and initiatives, including the school development plan and involves significant decision making. The impact is on support services throughout a school or cluster of schools.	6	78
6	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7	Mental demands	Lengthy periods of concentration over a range of different activities.	5(b)	50
8	Emotional Demands	Exposure to difficult or emotionally demanding situations is infrequent.	1	10
9	Responsibility for People Wellbeing	Lead on development of health and safety plans within the school for the benefit of pupils.	5	65
10	Responsibility for Supervision	Overall management of a large group of staff in different teams on multi-disciplinary tasks, across different sites, involving varied activities across a range of functions or departments, including administration, finance and HR.	5	65
11	Responsibility for Financial Resources	Business and financial management of large school or cluster of schools. Responsible for the financial planning, forecasting and expenditure of a large school support budget.	5	65
12	Responsibility for Physical and Information Resources	Responsible for the physical, and information resources in a large school or cluster of schools. Overall responsibility for the procurement of equipment and services. ,	4(d)	52
13	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>695</b>

<b>Role Title</b>				
<b>Examinations 1</b>				
<b>Purpose of the role (job statement)</b>				
To support an efficient and effective examinations process for the school.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Issue and collect forms/checklists to/from teaching staff for the collation of information regarding estimated and actual examinations entries and update the management information system,</li> <li>2. Input and update entries data onto the school's management information system including examination results for league table purposes.</li> <li>3. Check and collate results certificates and distribute examination results to pupils and staff</li> <li>4. Issue 'Statements of Entry', timetable and invoices to pupils</li> <li>5. Maintain records of results enquiries</li> <li>6. Liaise with the school's external invigilators re availability and prepare schedules for exam invigilation</li> <li>7. Respond to staff/pupil queries on examination issues</li> <li>8. Undertake other administrative duties associated with assisting the examinations officer (Examinations 2).</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Assist in the preparation and set up of exam rooms</li> <li>2. Undertake examination invigilation.</li> <li>3. Administer examination invoices and fees</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Experience in an administrative role required.</li> <li>• Knowledge / skills equivalent to current national qualifications level 3.</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1.	Knowledge	Knowledge of examinations administration procedures, including IT packages, equivalent to national qualifications level 3	3	60
2.	Mental Skills	Resolves queries relating to examinations requiring problem solving/assessment skills.	2	26
3.	Interpersonal & Communication Skills	Provides information and communicates with school staff, parents / carers, pupils and external examination boards on routine examination issues.	2	26
4.	Physical Skills	Input and update to examinations database	2	26
5.	Initiative & Independence	Follows examination procedures. Non-routine problems are referred to a higher level.	2	26
6.	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7.	Mental demands	Concentration for administration and checking accuracy of examination entry and results records	2	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Responsible for providing advice to pupils on timetables and examination results.	2	26

10	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No financial responsibilities	1	13/26
		Administers examination fees, involving cash handling and/or monitoring expenditure.	2	
12.	Responsibility for Physical Information and Resources	Responsible for the maintenance and updating of examination records and distributing examination certificates.	2(a)	26
13.	Working Conditions	Work normally carried out in an office environment.	1	10
<b>Total</b>				<b>292 – 305</b>

<b>Role Title</b>				
<b>Examinations 2</b>				
<b>Purpose of the role (job statement)</b>				
To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken</li> <li>2. Liaise with staff/Heads of Department re pupil examination entries</li> <li>3. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results</li> <li>4. Complete examination entries and securely store and send completed examination papers to external examination boards</li> <li>5. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements</li> <li>6. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them</li> <li>7. Manage arrangements for internal examinations</li> <li>8. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery</li> <li>9. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere</li> <li>10. Provide data and analysis on examination entries and results.</li> <li>11. Manage the examinations budget</li> </ol>				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> <li>1. Supervise/line manage other staff involved in examinations</li> <li>2. Undertake examination invigilation</li> <li>3. Responsible for recovery of monies from candidates or absentees</li> <li>4. Liaise with FE Colleges.</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations equivalent to national qualifications at level 4.				
<b>NJC Job Evaluation Assessment</b>				
Factor		Relevant Job Information	JE Level	Score
1	Knowledge	Knowledge of the management of a broad range of examination procedures and systems, awarding organisations, and invigilation procedures equivalent to national qualifications level 4.	4	80
2	Mental Skills	Carries out analysis of examination entries and results; deals with examination related queries and problems, timetable clashes.	3	39
3	Interpersonal & Communication Skills	Provides information and communicates with school staff, parents / carers, pupils and external examination boards on examination issues.	3 (c)	39
4.	Physical Skills	Standard keyboard skills.	2	26

5.	Initiative & Independence	Makes decisions on a broad range of the administrative necessary for the effective operation of the examinations process.	4	52
6.	Physical Demands	Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.	1	10
7.	Mental demands	Medium periods of concentration for detailed statistical analysis and report writing.	3(c)	30
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Responsible for providing advice to pupils on timetables and examination results.	2	26
10.	Responsibility for Supervision	Some day-to-day allocation of work to others, requiring regular supervisory responsibility of invigilators supervision.	2	26/39
		Line management of other staff involved in examinations.	3	
11.	Responsibility for Financial Resources	Responsible for small expenditure on examination fees, recover monies from candidates or absentees	2(b)	26/39
		Responsible for large expenditure on examination fees	3(a)	
12.	Responsibility for Physical and Information Resources	Responsible for the safe storage and sending of sensitive information, such as examination papers, examination certificates and maintaining records of all examinations and results. Creates information systems for the examination function.	3(a)	39/52
		Provides advice in relation to external examination regulations.	4	
13.	Working Conditions	Work normally carried out in an office or similar environment.	1	10
<b>Total</b>				<b>413-452</b>

<b>Role Title</b>				
<b>Exam Invigilation</b>				
<b>Purpose of the role (job statement)</b>				
To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.				
<b>Responsibilities</b>				
Key duties:				
<ol style="list-style-type: none"> <li>1. Invigilate the examination, including dealing with examination irregularities</li> <li>2. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures</li> <li>3. Communicate examination procedures to pupils and oversee behaviour</li> <li>4. Respond to pupil requests during the examination</li> <li>5. Ensure no unauthorised material is consulted</li> <li>6. Escort candidates from the location during the examination, such as for toilet breaks.</li> <li>7. Maintain candidate attendance and absence records.</li> </ol>				
<b>Indicative knowledge, skills and experience</b>				
<ul style="list-style-type: none"> <li>• Knowledge / skills required to invigilate tests and examinations</li> </ul>				
<b>NJC Job Evaluation Assessment</b>				
<b>Factor</b>		<b>Relevant Job Information</b>	<b>JE Level</b>	<b>Score</b>
1.	Knowledge	Knowledge of a range of regulations for the conduct of examinations.	2	40
2.	Mental Skills	Works to standard examination procedures. Responds to routine pupil requests and problems	1	13
3.	Interpersonal & Communication Skills	Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour.	2	26
4.	Physical Skills	Basic physical skills.	1	13
5.	Initiative & Independence	Works within examination procedures, some discretion in relation to issues arising	2	26
6.	Physical Demands	Requires extended periods of standing.	2	20
7.	Mental Demands	Prolonged periods of concentrated sensory attention whilst invigilating examinations.	4	40
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Responsible for the wellbeing of groups of pupils undertaking examinations.	2	26
10.	Responsibility for Supervision	No supervisory responsibility.	1	13
11.	Responsibility for Financial resources	No financial responsibility.	1	13
12.	Responsibility for Physical and Information Resources	Responsible for maintaining candidate attendance and absence records.	2	26
13.	Working Conditions	Work normally carried out in an examination hall, quiet classroom or similar environment.	1	10
<b>Total</b>				<b>276</b>