

DEVON COUNTY COUNCIL JOB EVALUATION PROCESS

JOB PROFILES FOR SCHOOL SUPPORT STAFF 26 October 2006

Name of School:

Name of Headteacher/Principal:

Direct Contact Details for Headteacher/Principal:

Telephone:

Email address:

Job Title	Job No	GLPC Score	Brief Description	Jobholder	Pay Reference Number	Approved By	Confirm postholo
Administration & Clerical Jobs	243	200	Base Clerical				
	383	252	Clerical Assistant				
	384	278	Admin Assistant				
	389	310	Senior Clerk (no supervisory responsibilities)				
	385	322	Senior Clerk (with supervisory responsibilities)				
	386	340	Senior Administrative Assistant				
	387	382	Administrative Officer				
	388	438	Senior Administrative Officer				
Site Management/ Caretakers/Cleaners	979	212	Caretaker/Cleaner Level 1				
	978	244	Caretaker/Cleaner Level 2				

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	977	308	Caretaker/Cleaner Level 3				
	448	298	Gardener/Handyperson/Groundsperson/School Maintenance person				
	976	340	Site Senior (no supervisory responsibilities)				
	975	370	Site Senior (with supervisory responsibilities)				
	974	422	Site or Caretaking Manager				
	973	520	Senior Site Manager				
Mealtime Assistants	730	224	Mealtime Assistant (1)				
	762	264	Mealtime Assistant (Special Needs)				
	761	284	Mealtime Assistant (Senior)				
School Technicians	733	278	Base School Technician				
	734	336	Main Grade School Technician				
	735	348	Intermediate School Technician				
	736	416	Senior School Technician (no supervisory responsibilities)				
	759	446	Senior School Technician (with supervisory responsibilities)				
School Resources Assistants	951	200	Resources Assistant Level 1				

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	950	278	Resources Assistant Level 2				
	949	328	Resources Assistant Level 3				
	948	376	Resources Assistant Level 4				
Receptionist/ Telephonist/Secretary	469	286	Receptionist/Telephonist (generic)				
	471	300	Secretary (generic)				
	532	348	Senior Receptionist				
Personal Assistant	470	336	Personal Assistant (generic)				
	511	368	Personal Assistant (with supervisory responsibilities)				
Bursar/Administrator	764	496	Bursar/Administrator 2				
	674	534	Bursar/Administrator 1				
Kitchen Staff	449	220	Kitchen Assistant				
	727	302	Assistant Kitchen Manager				
	964	384	Kitchen Manager				
Catering	963	220	Catering Assistant (schools)				

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	774	222	Catering Assistant (with supervisory responsibilities)				
	101	398	Catering Manager				
Nursery Nurses	517	312	Nursery Nurse Level 1 (without supervisory responsibilities)				
	616	324	Nursery Nurse Level 2 (with supervisory responsibilities)				
Teaching Assistants	716	258	Teaching Assistant Level 1				
	717	282	Teaching Assistant Level 2				
	718	362	Teaching Assistant Level 3				
	719	424	Teaching Assistant Level 4				
Unique Job Titles	476	358	Business/Education Links Organiser				
	822	438	Business and Enterprise Manager				
	959	384	Childcare Officer				
	308	260	Clerk to Governors				
	806	400	Community Media Arts Officer				
	970	406	Co-ordinator – Behaviour Intervention Worker				
	807	474	Deputy Head of Boarding/Care				

Job Title	Job No	GLPC Score	Brief Description	Jobholder	Pay Reference Number	Approved By	Confirm posthol
	957	584	Deputy Principal Care (Special Schools)				
	953	320	Early Years Assistant (Schools)				
	765	528	Head of Boarding/Care				
	956	514	Head of Care Special Schools				
	982	344	Hearing Support Assistant Schools				
	767	282	Houseparent Boarding Care Assistant				
	320	460	Lead Mentor				
	769	388	Librarian in Schools and Resource Centre Manager				
	140	362	Mentor				
	770	448	Network/ICT Manager				
	771	266	Play Leader				
	961	346	Residential Care Officer				
	969	354	School First Aider				
	819	428	Schools Counsellor				
	958	444	Senior Childcare Officer				
	960	512	Senior Residential Care Officer				

Job Title	Job No	GLPC Score	Brief Description	Jobholder	Pay Reference Number	Approved By	Confirm posthol
	824	404	Sports Coach				
	984	380	Student/Behavioural Support Team Leader				
	971	392	Student Facilities Manager				
	972	408	Student Services Manager				
	985	342	Work Related Learning Co-ordinator				
SS 26.10.06 C drive							