

Role Descriptions for “Generic” Jobs in Devon County Council (Section 1), 28/10/06

Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
<p>Administration & Clerical Jobs</p> <p>Base Clerical Assistant;</p>	243	200	A	<p>Under the day to day direction of other administration positions, ensures the photocopying, filing, mail distribution and other basic duties/procedures are correctly and promptly followed. Interruptions and changes in priorities are not a significant feature of the job. May provide straightforward information, more difficult questions will be referred to more senior members of staff. May operate machinery/equipment. Needs to be able to operate equipment/processes after some basic induction/training.</p>
<p>Clerical Assistant;</p>	383	252	B	<p>Reports to Senior Admin Assistant, Senior Clerk or Team Leader. Administrative support service undertaking data entry/extraction, filing, deal with incoming post, other general administrative duties or possibly of a more routine technical finance nature. Generate standard information reports. Complete forms and statistical returns. Would not be responsible for the work of others. Would work within laid down procedures and readily understood rules, but need to deal with routine problems and information exchange. Decisions will be made from a range of established alternatives. Can often determine own priorities, but will be expected to seek guidance to resolve more complex issues.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Administrative Assistant	384	278	C	<p>Reports to Senior Admin Assistant or Office Manager or Team Leader/Bursar/Headteacher.</p> <p>Duties will include some or all of the following:- Provide a comprehensive general administration support, or a more general support to the Senior Management team. Maintain financial records and provide basic financial information. May handle, process and account for small amounts of cash, process orders, delivery notes etc. Undertake receptionist duties, providing the first line contact with the community, taking payments and other routine administrative duties</p> <p>Would not be responsible for the management of others, but may allocate routine tasks to others. Would generally work within described procedures, dealing with day to day problems, providing some basic advice and guidance. Decisions will be made from a range of established alternatives.</p> <p>Can determine own priorities in order to achieve deadlines, but will seek guidance to resolve conflicting priorities. Needs a good standard of practical knowledge to be able to operate the procedures and provide advice and guidance in a confident and authoritative manner.</p>
Senior Clerk (no supervisory responsibilities)	389	310	C	<p>Reports to Office Manager/Senior Admin Officer/Bursar/Headteacher. Will not be responsible for others duties but may be asked to deputise for the Senior Clerk (with supervision) in times of absence. The main responsibility will be to provide administrative support for all members of service/schools, maintaining data systems and reporting to a variety of connected and interested parties. Typically on a day to day basis working with financial systems, ordering, processing invoices, downloading data, budget monitoring and updating records and advising payroll.</p>

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Senior Clerk (with supervisory responsibilities)	385	322	C	<p>Reports to Senior Administrative Officer/Bursar/Deputy Head/Head. Will be responsible for supervising individual or small team of Admin Assistants/Clerical Assistants or Base Clerical. This job will support the Bursar/Headteacher in the administration of the school through the provision of efficient and effective support services within agreed priorities and budgets, and in ensuring that administrative support staff are properly trained and motivated to carry out their duties. Typically could be responsible for or assist with the school’s financial records and computer systems.</p>
Senior Administrative Assistant	386	340	D	<p>Reports to Support Team Leader or manager/Senior Admin Officer/Bursar/Headteacher. Duties will include some or all of the following:- Provide a more specialist administrative support service in a specific area of activity. Maintain accurate computer records, accounts. Provide accurate financial reports for other/senior management for approval or information. Supervise reception staff and oversee reception duties. Undertake duties of a personal assistant to senior managers or oversee the work of other PAs.</p> <p>May have a supervisory responsibility for others work, would work within described procedures, but needs to deal with regular day to day problems, which will involve giving advice and guidance and/or assistance. Decisions will be made from a range of established alternatives.</p> <p>Regularly redefine own or others priorities in order to achieve deadlines. Requires a good standard of practical experience, gained from several years experience in an area of activity, to be applied to a range of more involved tasks in an area of activity.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Administrative Officer	387	382	E	<p>Reports to a senior manager/Bursar/Deputy Head.</p> <p>To ensure the smooth day to day operation of the local service, with efficient and effective administrative processes and procedures, maintaining standards appropriate to service requirements via management of the administration team. Produces reports (administrative and financial) and statistics on a regular basis Ensures Health and Safety requirements are met. May provide local advice and guidance on ICT issues.</p> <p>Duties will include some or all of the following:-</p> <p>Would normally be responsible for the management of an administrative team. Prepare budget plans with appropriate Heads of department. Oversee and monitor the operation of the finance systems through appropriate reporting and authorisation procedures. Authorise some orders, invoices and payments, and transfers between budgets. Works in a general framework of recognised procedures and deadlines, provides advice and guidance within established frameworks. Make decisions affecting the service at a local level, based on own understanding of problems, from within the range of choices covered by these frameworks.</p> <p>Regularly redefine others priorities in order to achieve externally determined deadlines. Requires a good standard of practical experience and skill level gained from several years financial or administrative experience in a supervisory capacity.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Senior Administrative Officer	388	438	F	<p>Reports to a member of the Senior Management Team/Bursar/Deputy Head/Head.</p> <p>Plan and deliver a comprehensive administration service and/or specialist advice to Senior management, across or within specialist areas.</p> <p>Contribute to the effective deployment of a local budget, provide advisory support services, and assists in the development of the services business plan.</p> <p>Have a high degree of independence but contained within DCC guidelines, policies and statutory regulations.</p> <p>Problems that arise are usually solved by the identification and selection of solutions from a range of diversified established procedures and standards, utilising experience.</p> <p>Requires a broad authoritative knowledge and extensive practical experience of similar finance and/or office administration background with which to influence decisions and communicate to Senior Management.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
<p>Site Management/ Caretakers/Cleaners</p> <p>Caretaker/Cleaner Level 1</p>	979	212	A	<p>Will undertake a limited range of routine or basic cleaning or caretaking tasks under the direction and close supervision of a senior. Decisions do not form a material part of the role, other than in the completion of tasks. May have some limited control of resources, such as equipment and may hold keys for a building, but not as a ‘keyholder’. Able to undertake work consistent with basic knowledge and skills.</p>
<p>Caretaker/Cleaner Level 2</p>	978	244	B	<p>Reports to a Site Senior, Site Manager or other manager in smaller units.</p> <p>Will not manage staff, has little or no authority in the deployment of services, but will have some responsibility for resources, shared with a number of others, such as a small school or public building. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has little or no authority to make decisions beyond the completion of set tasks. Will undertake routine cleaning and/or caretaking duties, but may be required to deal with less straightforward issues.</p> <p>Will be able to undertake work consistent with comparatively basic knowledge and skills, within readily understood rules.</p>
<p>Caretaker/Cleaner Level 3</p>	977	308	C	<p>Reports to a Site Senior, Site Manager or other manager in smaller units.</p> <p>Will not manage staff, but may from time to time allocate tasks to others. Will have limited authority in the deployment of services, but will have shared responsibility for resources, such as a school or public building. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will primarily undertake routine cleaning and/or caretaking duties, but may be required to deal with less straightforward issues or some specific tasks which require additional skills or knowledge.</p> <p>Will be able to undertake work consistent with comparatively basic knowledge and skills, within readily understood rules.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Gardener / Handyperson; Grounds Person; School Maintenance Person	448 981 980	298	C	<p>Reports to a Site Senior, Site Manager or other manager in smaller units.</p> <p>Will not manage staff, but may from time to time allocate tasks to others. Will have some responsibility for resources, such as a equipment and materials. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will primarily undertake routine gardening and/or routine maintenance duties, but may be required to deal with less straightforward issues or some specific tasks which require additional skills or knowledge.</p> <p>Will be able to undertake work consistent with basic or comparatively basic knowledge and skills, within readily understood rules.</p>
Site Senior (No Supervisory responsibilities)	976	340	D	<p>Reports to a site or caretaking manager within a service or establishment.</p> <p>Includes Site Managers of smaller premises, managing Caretakers, Senior Site Supervisors and Cleaning Supervisors.</p> <p>Typically will not manage staff, but may from time to time allocate tasks to others. Will have limited authority in the deployment of services, but will have shared responsibility for significant resources, usually a single public building. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will have regular ‘hands-on’ responsibility for tasks as a ‘working supervisor’ to meet the needs of the service.</p> <p>Requires a good standard of practical knowledge and experience in a related area and undertaken a range of job-related vocational training, but will not normally required to hold professional qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Site Senior (with supervisory responsibilities)	975	370	D	<p>Reports to a site or caretaking manager within a service or establishment.</p> <p>Includes Site Managers of smaller premises, managing Caretakers, Senior Site Supervisors and Cleaning Supervisors.</p> <p>Typically will manage the day to day work of a group of up to 5 staff, engaged on similar duties, such as cleaners, caretakers. Will have limited authority in the deployment of services, but will have shared responsibility for significant resources, usually a single public building. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will have regular ‘hands-on’ responsibility for tasks as a ‘working supervisor’ to meet the needs of the service.</p> <p>Requires a good standard of practical knowledge and experience in a related area and undertaken a range of job-related vocational training, but will not normally required to hold professional qualification.</p>
Site or Caretaking Manager	974	422	E	<p>Reports to a senior manager within a service or establishment.</p> <p>Includes Site Managers of smaller premises, Caretaker managers, Senior Site Supervisors and Cleaning Supervisors.</p> <p>Typically will manage a group of up to 5, engaged on similar duties, such as cleaners, caretakers. Will have limited authority in the deployment of services, but will have responsibility for significant resources, usually a single larger public building. Contacts will be with managers and other staff relating to the services provided on site. Has limited authority to make decisions which may have a material effect on services. May be required to have ‘hands-on’ responsibility for some tasks from time to time to meet the needs of the service.</p> <p>Requires a good standard of practical knowledge and experience in a related area and undertaken a range of job-related vocational training, but will not normally required to hold professional qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Senior Site Manager	973	520	G	<p>Reports to School / College Principals, Heads of Service. Includes Site Managers of large premises, Estates and Facilities Managers.</p> <p>Typically will manage a range of services provided by diverse groups of between 6 and 15 staff. May include cleaning, caretaking, grounds, building and utilities services provided by employed staff and/or contractors. Will have authority in the provision of services, negotiation of contracts and will have authority to make decisions which have a material effect on services. Will control significant resources, particularly one or more larger public buildings. May be required to have ‘hands-on’ responsibility for some tasks from time to time to meet the needs of the service.</p> <p>Would normally be professionally qualified in a related area, with significant experience in the field (typically 5 years minimum).</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
<p>Mealtime Assistants</p> <p>Mealtime Assistant (1)</p>	730	224	A	<p>To ensure and monitor the safety and good behaviour of children at lunchtime. Reports to – Duty teacher/Duty manager. Contacts will be with immediate superiors relating to the tasks to be undertaken and with pupils to oversee lunchtime activity. Has little or no authority to make decisions beyond the completion of set tasks. Able to undertake work consistent with basic knowledge and skills.</p>
Mealtime Assistant (Special Needs)	762	264	B	<p>To monitor and ensure the safety of individual children with special needs on a one to one basis during the lunchtime period. Reports to – Duty teacher/Duty manager. Contacts will be with immediate superiors relating to the tasks to be undertaken and with pupils to oversee lunchtime activity. Has little or no authority to make decisions beyond the completion of set tasks. Will be able to undertake work consistent with comparatively basic knowledge and skills, within readily understood rules. In dealing with pupils with special needs, some additional training and skills will be required and the ability to engage with them effectively.</p>
Mealtime Assistant (Senior)	761	284	C	<p>To ensure and monitor the safety and good behaviour of children at lunchtime and give tasks to other MTAs. Reports to – Duty teacher/Duty manager. Will not manage staff, but may from time to time allocate tasks to others. Contacts will be with immediate superiors relating to the tasks to be undertaken and with pupils to oversee lunchtime activity. Has limited authority to make decisions which have a limited effect on services. Will be able to undertake work consistent with comparatively basic knowledge and skills, within readily understood rules.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
<p>School Technicians</p> <p>Base School Technician</p>	733	278	C	<p>To undertake a technical support role within schools, which may include science, media, reprographics and craft areas of work. Will not manage staff, but may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will primarily undertake routine duties, working within laid down procedures. Will be able to deal with comparatively basic knowledge and skills, within readily understood rules.</p>
Main Grade School Technician	734	336	D	<p>To undertake a technical support role within schools, which may include science, media, reprographics and craft areas of work. May supervise staff, but may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will primarily undertake routine duties, working within laid down procedures, but may be required to deal with less straightforward issues or some specific tasks which require additional skills or knowledge. Will not manage staff. Requires a good standard of practical knowledge and experience in a related area and undertaken a range of job-related vocational training, but will not normally required to hold professional qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Intermediate School Technician	735	348	D	<p>To undertake a technical support role within schools, which may include science, media, reprographics and craft areas of work. May supervise staff, allocating tasks to others and may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors relating to the tasks to be undertaken on site. Has limited authority to make decisions which have a limited effect on services. Will primarily undertake routine duties, working within laid down procedures, but may be required to deal with less straightforward issues or some specific tasks which require additional skills or knowledge. May supervise staff.</p> <p>Requires a good standard of practical knowledge and experience in a related area and undertaken a range of job-related vocational training, but will not normally required to hold professional qualification.</p>
Senior School Technician (No supervisory responsibilities)	736	416	E	<p>To undertake a technical support role within schools, which may include science, media, reprographics and craft areas of work. Will not manage staff, but may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors and managers / teachers relating to service provision and the tasks to be undertaken on site. Has limited authority to make decisions, but which may have a material effect on services. Will primarily undertake both routine and more complex duties, working within laid down procedures.</p> <p>Requires a detailed and practical knowledge and experience in a related area, together with a range of job-related vocational training and will normally hold professional / technical qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Senior School Technician (With supervisory responsibilities)	759	446	F	<p>To undertake a technical support role within schools, which may include science, media, reprographics and craft areas of work. Will manage up to 5 staff, undertaking similar duties and may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors and managers / teachers relating to service provision and the tasks to be undertaken on site. Has limited authority to make decisions, but which may have a material effect on services. Will primarily undertake both routine and more complex duties, working within laid down procedures.</p> <p>Requires a detailed and practical knowledge and experience in a related area, together with a range of job-related vocational training and will normally hold professional / technical qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
<p>School Resources Assistants</p> <p>Resources Assistant Level 1</p>	951	200	B	<p>To undertake a support role within schools, relating to the provision of resources, such as providing administrative and display assistance to teachers. Will not manage staff, but may oversee activities of students. Will have little or no authority in the deployment of services, or a direct responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors and managers / teachers relating to the tasks to be undertaken on site. Has little or no authority to make decisions beyond the completion of set tasks. Able to undertake work consistent with basic knowledge and skills.</p>
<p>Resources Assistant Level 2</p>	950	278	C	<p>To undertake a support role within schools, relating to the provision of resources, such as providing administrative and display assistance to teachers. Will not manage staff, but may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors and managers / teachers relating to the tasks to be undertaken on site. Has limited authority to make decisions, which will have a limited effect on services. Will primarily undertake routine duties, working within laid down procedures.</p> <p>Will be able to undertake work consistent with comparatively basic knowledge and skills, within readily understood rules.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Resources Assistant Level 3	949	328	C	<p>To undertake a support role within schools, relating to the provision of resources, such as effective production of printing/reprographics/stationery. Will not manage staff, but may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors and managers / teachers relating to the tasks to be undertaken on site. Has limited authority to make decisions, which will have a limited effect on services. Will primarily undertake both routine and more complex duties, working within laid down procedures.</p> <p>Requires a good standard of practical knowledge and experience in a related area and undertaken some job-related vocational training, but will not normally required to hold professional qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Resources Assistant Level 4	948	376	D	<p>To undertake a support role within schools, relating to the provision of resources, such as printing/reprographics/displays. Accurate delivery and design from a full range of school requirements. Will manage up to 5 staff, undertaking similar duties and may oversee activities of students. Will have limited authority in the deployment of services, but will have some responsibility for resources, such as equipment and materials. Contacts will be with immediate superiors and managers / teachers relating to service provision and the tasks to be undertaken on site. Has limited authority to make decisions, which will have a limited effect on services. Will primarily undertake both routine and more complex duties, working within laid down procedures.</p> <p>Requires a good standard of practical knowledge and experience in a related area and undertaken some job-related vocational training, but will not normally required to hold professional qualification.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Receptionist/ Telephonist/ Secretary				Reports to Bursar/Business Manager/Finance Manager <u>Secretary</u> – Provide a comprehensive and confidential secretarial/admin support to Head/School Management Team/Finance, or a more general support to the Senior Management Team of the school.
Receptionist/Telephonist (generic)	469	286	C	<u>Receptionist</u> – Undertake receptionist duties, provide the first line contact between school and the community, and administer the school diary for events. e.g. lettings etc.
Secretary (generic)	471	300	C	<u>Jobs at this level</u> – Would not be responsible for the work of others.
Senior Receptionist	532	348	D	Would work within described procedures, deal with day to day problems, exchanging information, which may need some more detailed explanation, and often provide advice and guidance. Correct decisions will be from a range of established alternatives relating to their work, and which will have a short term effect on the school. Can determine own priorities in order to achieve deadlines, but will expect guidance to resolve a high incidence of conflicting priorities. Need to be able to operate independently and accurately a range of readily understood rules, and procedures or techniques.
Personal Assistant				Provides a comprehensive and confidential secretarial/administrative support to the Head, or a more general support to the senior management team of the school. Reports to Bursar/Business Manager/Deputy Head/Head.
Personal Assistant (generic)	470	336	D	<u>Jobs at this level</u> – Would not be responsible for the work of others, would work within described procedures, deal with day to day problems, exchanging information, which may need some more detailed explanation, and often advice and guidance. Correct decisions will be from a range of established alternatives relating to their work, and which will have a short term effect on the school. Can determine own priorities in order to achieve deadlines, but will expect guidance to resolve a high incidence of conflicting priorities. Need to be able to operate independently and accurately a range of understood rules, and procedures or techniques.

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				<p>In defining the difference between PA and Secretary, Pas will undertake all of most of the duties of a secretary, but additionally will tend to support closely a specific manager or managers, such as the Head or management team. The role will normally involve a higher level and complexity of contacts and the management of demands and priorities.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Personal Assistant (with supervisory responsibilities)	511	368	D	<p>Provides a comprehensive and confidential secretarial and administrative support to the Head, and supervision of a team or individuals within the administration, reception, library or welfare etc field of activity. Reports to Bursar/Business Manager or Deputy Head.</p> <p><u>Jobs at this level</u> – Will probably have a supervision responsibility for other’s work, would work within described procedures, but needs to deal with regular day to day problems, which will involve giving advice and guidance and/or assistance. Correct decisions will be from a range of established alternatives relating to their work, and which will have a short term effect on the school.</p> <p>Regularly redefine own or others’ priorities in order to achieve deadlines in place. Require a good standard of practical experience, gained from several years’ experience in an area of activity, to be applied to a range of more involved tasks in an area of activity.</p>
Bursar/Administrator Bursar Administrator 2	764	496	G	<p>Reports to the Head, is a member of the senior management team of the school with specific responsibility for the professional leadership and strategic management of all support staff and services in the school. To support high standards of teaching, learning and achievement for all pupils within the aims of the school.</p> <p><u>Jobs at this level</u> – Strong contribution to the development of the school business plan and the determination to assist/manage the deployment of the school budget. Use applied and theoretical knowledge to plan, manage and co-ordinate the work of the administration, finance, library and premises support functions and staff. Use knowledge/experience gained to develop policy, systems and procedures and make decisions appropriate to the requirements of the school.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Bursar Administrator 1	674	534	H	<p>Reports to the Head/Principal and is an integral member of the senior management team of the school with specific responsibility for the professional leadership and strategic management of all support staff and services in the school to support high standards of teaching, learning and achievement for all pupils within the aims of the school.</p> <p>To be the school specialist in a number of disciplines (e.g. finance, administration, personnel, premises and health and safety). Creating local policies necessary to maintain the overall operation of the school support services.</p> <p><u>Jobs at this level</u> - Strong contribution to the development of the school business plan and the determination to assist management and deployment of the school budget. Use applied and theoretical knowledge to plan and manage the organisation and structure of the administration, finance, library and premises support functions and staff. Develop policy, systems and procedures from first principles, ideally gained from professional qualification (e.g. CIPFA, ACIS, MIPD) or through a detailed grasp of involved practices and procedures.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Kitchen Staff Kitchen Assistant	 449	 220	 A	Reporting to Kitchen Manager, the job purpose is to prepare the dining area and serve food to staff and pupils, and to clear the same area and kitchen after the lunch period is finished. Also to assist with the preparation of food in absence of Assistant Kitchen Manager or Kitchen Manager. Knowledge of legislation on health and safety at work particularly food safety is (HACCP) and COSHH.
Assistant Kitchen Manager	727	302	C	Reporting to the Kitchen Manager – the job purpose is to assist the Kitchen Manager in the production of ‘safe’ food in a hygienic environment and to provide customer satisfaction at all times within all aspects of the service. Good knowledge of health and safety at work including (HACCP and COSHH). To fully deputise for the manager at holidays or absence. To ensure and assist with food storage/preparation/temperature control/stock rotation/control. Typically requiring previous experience with a minimum of three years’ experience.
Kitchen Manager	964	384	E	Reporting to Bursar/Deputy Head/Head. Supervise a team or individuals i.e. Kitchen Assistants, Assistant Kitchen Managers in the preparation of school meals. Full and extensive knowledge of health and safety at work (HACCP and COSHH). Will be responsible for ordering/delivery/paperwork/food storage/preparation/temperature control/stock rotation and control. Ensures delivery and design of healthy rotating menus for children and staff based on demands and regular feedback/ Typically requiring previous experience with a minimum of three year’s experience.

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Catering Catering Assistant (schools)	963	220	A	Reporting to Catering Assistant (supervision) or Catering Manager. The job purpose is to prepare the dining area, assist in the production of, and serve food to staff and pupils. On completion of meals to then clear away the dining and kitchen area. Will require knowledge of health and safety at work and in particular the use of machinery. Will have typically received training in (HACCP and COSHH).
Catering Assistant (with supervisory responsibilities)	774	222	A	Reporting to the Catering Manager. On a day to day basis will supervise and quality check a number of Catering Assistants in the preparation and delivery of food at mealtimes for staff and pupils in the school. Knowledge of the use of machinery and particularly health and safety at work including (HACCP and COSHH) will be required. Will also be required to occasionally fully deputise for the Catering manager in absence. Typically previous experience as a Catering Assistant with a minimum of the three years' previous experience.
Catering Manager	101	398	E	Reporting to Bursar/Deputy Head/Head. Will supervise/monitor/quality check a team, in the preparation/delivery/rotation of well balanced meals for staff and pupils. Will prepare, oversee cooking, order, compose menus, appraise staff performance in the production of meals. Will have extensive knowledge of health and safety at work including HACCP and COSHH. Typically will require previous experience and minimum three years' experience.

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
<p>Nursery Nurses</p> <p>Nursery Nurse 1 (without supervisory responsibilities)</p>	517	312	C	<p>Reporting to Teacher/Bursar/Deputy Head or Head. To monitor and assist children involved in educational activities, on an individual or group basis both indoors and outdoors, being aware of the need to provide a safe environment. They should also be aware of the major areas of nursery curriculum development and to take an active role in its implementation. To confer with other Nursery Nurses and discuss individual children’s progress and planning and evaluating the nursery curriculum.</p>
<p>Nursery Nurse 2 (with supervisory responsibilities)</p>	616	324	C	<p>Reporting to Teacher/Bursar/Deputy Head/Head. Will supervise/manage on a day to day basis a number of Nursery Nurses. Main role and responsibility will be to ensure that the team monitor and assist children involved in educational activities on an individual or group basis both indoors and outdoors. Being aware of the need to provide safe environment. To be fully aware of the major areas of nursery curriculum development and to take an active role in its implementation. This post will require typically three years’ previous experience.</p>

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Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Teaching Assistants				
Teaching Assistant Level 1	716	258	B	Staff at this level will be working under direction/instruction, usually in the classroom providing general support. At this level some work might occasionally (but not regularly) take place outside of the main teaching area with small groups. This would be dependant on the member of staff having developed the appropriate experience and skills.
Teaching Assistant Level 2	717	282	C	Staff will be working under instruction/guidance. Work may be carried out in the classroom, but may regularly take place outside the main teaching area. The amount of direct supervision at this level will be less than that required of the generalist teaching assistant at skill level 1.
Teaching Assistant Level 3 Supporting and Delivering Learning	718	362	D	At this level staff will work under guidance and the nature of the supervision may vary according to the specifics of the work being undertaken. TAs working at this level may occasionally supervise whole classes during the short-term absence of the teacher i.e. undertake cover supervision, Cover supervision duties are included in the full job description at the specialist teaching assistant level (supporting and delivering learning). However these duties may stand alone where postholders are employed to undertake cover supervision only.
Teaching Assistant Level 3 Behaviour/Guidance/Support	718	362	D	As above
Teaching Assistant Level 4 Supporting and Delivering Learning	719	424	F	Staff will work under an agreed system of supervision/management. Staff at this skill level with appropriate experience and qualifications may be given greater autonomy within the framework set by the teacher. Staff at this level may undertake specified work with whole classes as part of the schools strategy to provide PPA time for teachers.
Teaching Assistant Level 4 Behaviour/Guidance/Support	719	424	F	As above