

### **School Support Staff**

School support staff are employed on Denbighshire County Council's terms and conditions of employment, which are detailed in the Employee Handbook.

To ensure equality and fairness of pay, all school support roles need to be evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme, this includes any duties undertaken outside of the normal school year e.g. summer enrichment programmes. This ensures the school is abiding by Equal Pay and Equality legislation.

#### ***What is Job Evaluation?***

All NJC posts in DCC are evaluated using the Greater London Provincial Council Job Evaluation Scheme. The scheme evaluates 11 factors to which a point score is attributed. The total points are then matched to a grade on the pay and grading structure.

Any requests for evaluation are submitted to HR and an indicative grade is awarded by the Pay and Reward Specialist. This is then quality checked by the Validation Panel which is made up of Management and Trade Unions Representatives.

#### ***When to evaluate?***

- When the post is new
- When there has been a fundamental change of duties (increase or decrease)
- If the duties have changed as the result of a restructure
- If an indicative grade has been awarded as the result of a restructure but there are further changes to the duties then this should be resubmitted
- If the duties are outside of a generic school support staff JD.

#### ***Information required to evaluate a job:***

- Job Evaluation Request Form
- Job Description
- Organisation Chart
- A copy of the consultation document if the post is part of a restructure.

#### ***Why is all this information needed?***

- To ensure that the evaluation is correct it is important to get a full picture of the post and the context with which it operates.
- Organisational structures provide information with regard to the spans of control and reporting lines
- Not having the full picture and context can result in the wrong evaluation

#### ***Please tell HR Direct:***

- If the reporting lines change
- The job title changes but the duties do not
- The job description changes but not enough to warrant a re-evaluation
- If there are changes to the structure of a department and/or a change to the name of the service/department

#### ***Why do HR Direct need to know?***

- If we don't know about these changes our records are out of date and inaccurate
- To protect the school from any Equal Pay Claims, and ensure fairness and equity in pay
- Ensuring your employees are paid correctly for the work they are undertaking

NJC Employees April 2018

<b>Job Eval Score</b>	<b>Grade</b>	<b>SCP</b>	<b>Salary 2018</b>	<b>Hourly rate</b>
<i>Up to 217</i>	<b>Grade 1</b>	6	£16,394	£8.50
		7	£16,495	£8.55
<i>218 - 249</i>	<b>Grade 2</b>	8	£16,626	£8.62
		9	£16,755	£8.68
		10	£16,863	£8.74
<i>250 - 289</i>	<b>Grade 3</b>	11	£17,007	£8.82
		12	£17,173	£8.90
		13	£17,391	£9.01
<i>290 - 321</i>	<b>Grade 4</b>	14	£17,681	£9.16
		15	£17,972	£9.32
		16	£18,319	£9.50
		17	£18,672	£9.68
<i>322 - 360</i>	<b>Grade 5</b>	18	£18,870	£9.78
		19	£19,446	£10.08
		20	£19,819	£10.27
		21	£20,541	£10.65
		22	£21,074	£10.92
<i>361 - 395</i>	<b>Grade 6</b>	23	£21,693	£11.24
		24	£22,401	£11.61
		25	£23,111	£11.98
<i>396 - 441</i>	<b>Grade 7</b>	26	£23,866	£12.37
		27	£24,657	£12.78
		28	£25,463	£13.20
		29	£26,470	£13.72
<i>442 - 473</i>	<b>Grade 8</b>	30	£27,358	£14.18
		31	£28,221	£14.63
		32	£29,055	£15.06
<i>474 - 514</i>	<b>Grade 9</b>	33	£29,909	£15.50
		34	£30,756	£15.94
		35	£31,401	£16.28
		36	£32,233	£16.71
		37	£33,136	£17.18
<i>515 - 550</i>	<b>Grade 10</b>	38	£34,106	£17.68
		39	£35,229	£18.26
		40	£36,153	£18.74
<i>551 - 573</i>	<b>Grade 11</b>	41	£37,107	£19.23
		42	£38,052	£19.72
		43	£39,002	£20.22
		44	£39,961	£20.71
		45	£40,858	£21.18
<i>574 - 614</i>	<b>Grade 12</b>	46	£41,846	£21.69
		47	£42,806	£22.19
		48	£43,757	£22.68
<i>615 - 694</i>	<b>Grade 13</b>	49	£44,697	£23.17
		50	£45,973	£23.83
		51	£47,324	£24.53
		52	£48,671	£25.23
<i>695 &amp; over</i>	<b>Grade 14</b>	53	£49,842	£25.83
		54	£51,081	£26.48
		55	£52,336	£27.13
		56	£53,571	£27.77
		57	£54,818	£28.41

