

Job title:

School Name:

Reason for evaluation:

NJC Job Evaluation score sheet

Factor	Level	Evaluator notes	Moderator notes	Level and points if changed
	Points			
1. Knowledge				
2. Mental skills				
3. Interpersonal skills				
4. Physical skills				
5. Initiative and Independence				
6. Physical demands				
7. Mental demands				
8. Emotional demands				

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9. Responsibility for people				
10. Responsibility for supervision				
11. Responsibility for financial resources				
12. Responsibility for physical resources				
13. Working conditions				
Summary	Total points:	Grade:	Moderated points:	Moderated grade:

Signed:	Signed:
Signed:	Signed:
Signed by Headteacher:	Date:
Date:	

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<p style="text-align: center;">Knowledge and Skills</p> <p>Relationships</p> <ul style="list-style-type: none"> The scores for Knowledge and Mental Skills should be close, but do not have to be the same. Knowledge should score the same or higher than Mental Skills. The scores for Knowledge and Initiative and Independence should be close. Initiative and Independence should never be higher than Knowledge. <p>Remember</p> <ul style="list-style-type: none"> Knowledge measures the knowledge required to do the job, not the qualifications stated. It should not be judged only on the level of formal qualification required. Mental Skills looks at timescales for planning. Short term is considered to be up to several weeks; medium term up to 1 year; and long term is over one year. It is the time taken to plan which should be assessed. Interpersonal and Communications Skills measures the most demanding need for the skill. Remember any particular needs of the intended audience. Physical Skills mainly focuses on keyboard and driving skills, and looks at the need for accuracy and speed. 	<p style="text-align: center;">Effort Demands</p> <p>Relationships</p> <ul style="list-style-type: none"> The score for Initiative and Independence should never be higher than the score for Knowledge. Knowledge and Physical Demands are often opposite ends of the scale e.g. when one is high, the other is low. <p>Remember</p> <ul style="list-style-type: none"> Initiative and Independence assesses how much supervision the jobholder has, and how much they are constrained by policy and procedure. Physical Demands is mainly relevant to manual work, but applies if the jobholder is constrained physically e.g. required to sit in one position for long periods of time without the opportunity to change position. Mental Demands looks at the level of mental alertness and attention needed, and considers length of time and amount of pressure on the post holder from interruptions. Emotional Demands is people related. Verbal abuse should not be considered in this factor and should be looked at under Working Conditions.
<p style="text-align: center;">Responsibilities</p> <p>Relationships</p> <ul style="list-style-type: none"> The score for supervision should always be less than the score for Initiative and Independence The scores for supervision and Interpersonal skills should be similar or the same <p>Remember</p> <ul style="list-style-type: none"> Responsibility for People looks at the direct impact on people's well-being and health, other than the jobholder's own team. If the jobholder develops policies that impact others well-being this should be considered and scored. Responsibility for Supervision considers direct responsibility on a regular basis. If a jobholder is required to show a new starter a system or give informal training to colleagues, this should not score. Responsibility for Financial Resources assesses not just sums of financial resource but the nature of responsibility for resources, including accuracy, security and business planning. Responsibility for Physical Resources includes data which must be kept confidentially; equipment and stock. 	<p style="text-align: center;">Environmental Demands</p> <p>Remember</p> <ul style="list-style-type: none"> Working Conditions are the aspects of the working environment which are unavoidable. Consider the level of unpleasantness or discomfort of the working environment. This factor also measures any people related behaviour which is unpleasant and causes discomfort.