



Job Evaluation & Moderation Guidance Document



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Introduction

The Council is the employer for Community Maintained, Voluntary Controlled (VC), Maintained Nursery and Special Schools, and therefore the Council has a responsibility for monitoring and reviewing the application of the approved job evaluation scheme for support staff in the above schools.

This includes the moderation of evaluated posts in order to certify that the job evaluation process is being consistently and fairly applied. By doing this the Council is able to demonstrate compliance with the Equal Pay Act 2010 and the various acts in relation to equal opportunities, as well as compliance with collective agreements made with the recognised Trade Unions and Professional Associations.

The job evaluation schemes that the Council uses for new or existing roles are the National Joint Council (NJC) job evaluation scheme and Hay evaluation scheme.

The NJC evaluation scheme is used for evaluating School Support positions starting at Level 1A up to Level 4E. Positions that are likely to be within this range will be evaluated and moderated using the NJC scheme to determine which of the four Levels is appropriate.

The Hay evaluation scheme is used for evaluating more senior positions which are likely to be graded above Level 4E such as Finance Manager (e.g. a large post perhaps covering more than one school) or Business Manager.

Following the position being evaluated using either scheme, by the school or HR provider, it will then be moderated by the Council.

Process

Preparation of the job description/JDQ

If a school identifies a potential job requiring evaluation and moderation the school should check the Schools Portal first, as many support staff roles have been evaluated and moderated and complete job descriptions and person specifications are stored on the website.

If the role required does not appear on the website the school will need to complete the relevant templates for evaluation.

For an NJC role, the completed documents required are:

- an NJC Evaluation Sheet
- an NJC Job Description and
- an NJC Job Description Questionnaire

For a Hay role, the completed documents required are:

- a Hay Job Evaluation Sheet and
- a Hay Job Description

If any of the above is not submitted paperwork will be returned without action.

Authorisation

The Headteacher, line manager and, if applicable, the job holder, must sign the job description questionnaire declaration to confirm it 'provides a fair reflection of the duties and responsibilities of the job, the knowledge and skills to carry it out, and the demands placed on the jobholder'.

The Head teacher is also signing to authorise that the evaluation is required and that it should take place.

Unauthorised job evaluation requests will be returned without action.

Evaluation

It is advised that the school liaise with their HR provider when completing the relevant templates and that they seek advice and guidance from their HR provider when undertaking the evaluation.

If the school does not have support from a HR provider, when undertaking the evaluation they should follow the guidance listed in the relevant evaluation scheme notes and Local Conventions (for NJC roles), all of which can be found in Appendix A on the Schools Portal.

Once the evaluation has taken place and the evaluation sheet has been completed by either the school or HR provider, this must be sent to the Council for moderation. The completed and signed evaluation sheet, job description and job description questionnaire (if

NJC role) can be emailed to hr.evaluations@centralbedfordshire.gov.uk or the forms can all be posted to HR Evaluations, HR Data Team, Technology House, 239 Ampthill Road, Bedford, MK42 9BD.

Moderation

Following all of the documentation being received by the Council, the Council will endeavour to moderate and return the completed signed evaluation / moderation sheet **within 14 days** of receipt of all forms.

The evaluations team will send the moderated result back to whomever they have received the request from i.e. the school or HR provider.

Please note that if:

- the evaluation sheet is not signed; or
- the job description questionnaire / job description is not fully completed; or
- only a job description questionnaire is submitted without a job description or vice versa;

the moderation will not take place and the forms will be returned to the school / HR provider without action.

Determination of Pay Scale for Hay roles

Once the Hay role has been moderated by the Council, this is the final evaluation result and no further action is required by the school / HR provider.

Where an employee's job grade has gone up or down the school will need to follow the normal procedures for notification to the Payroll Provider.

Details regarding changing pay scales following an evaluation can be found in the Salaries and Grading section of the Employee Handbook for School based staff, in the Human Resources section of the Schools Portal (www.centralbedfordshire.gov.uk/schools-portal/human-resources).

Determination of Pay Scale for NJC roles

For NJC roles, once the moderation has taken place to confirm what Level the position should be (Level 1- Level 4), the school / HR provider will need to select a four point incremental scale range from within the Level for the position. For example overall the level of the position is Level 2 points 10 – 16 and the options are Level 2A points 10-13, Level 2B points 11-14 and so forth.

The current NJC salary structure for support staff can be found in the Appendices section of the Employee Handbook for School based staff (Appendix 2), in the Human Resources section of the Schools Portal (www.centralbedfordshire.gov.uk/schools-portal/human-resources).

When determining the incremental scale range, the type of school i.e. mainstream or special, will need to be considered. Two scale points are added to the range for special

schools so Level 2, points 10 -16, would change to points Level 2, points 12 – 18, for special schools.

When determining what the four point incremental scale should be following the moderation of the evaluation by the Council, the school / HR provider will want to consider:

- **Job weight and complexity:**

The size of the school and the nature of the post may impact on the breadth of the role to be undertaken and the range of conflicting priorities.

- **Recruitment & retention:**

For posts where skills are in short supply or where a post has been advertised and not filled, the head teacher may wish to consider a higher scale of four points from within the range available.

Frequently Asked Questions

Q: How do I know if a job requires evaluation?

A: If the requirements of a role have changed significantly, a grade change is proposed, a job description is not already available on the CBC Schools Portal, or the job changes from NJC to Hay Grade, it will require evaluation.

Schools should discuss this with their HR Provider in the first instance.

Q: How do I evaluate a role?

A: There are three documents that require completion for NJC roles (two for Hay roles):

- an Evaluation Sheet
- a Job Description and
- a Job Description Questionnaire (not required for Hay roles)

The signed Evaluation Sheet must be sent to hr.evaluations@centralbedfordshire.gov.uk with the Job Description and Job Description Questionnaire (if NJC role) for moderation.

Q: Why do I need to write a job description?

A: The job description is an essential management tool to support recruitment and performance management processes. The evaluation process ensures roles are placed on appropriate grades on the NJC pay scale.

Q: What happens if I don't follow the process?

A: The role won't have been evaluated in accordance with the NJC / HAY scheme and pay levels set for school based staff and there may be an increased risk of the school breaching the Equality Act 2010 in relation to equal pay.

Successful claims for breach of the Equality Act may result in unlimited liability.

Appendix A

The following documents can be found on the portal beneath this guidance document:

- A blank NJC Job Evaluation Sheet which includes space for the evaluators notes and moderators notes
- A blank NJC Job Description Questionnaire template
- A blank NJC Job Description template
- Preparation of NJC Job Description Questionnaire guidance notes
- Preparation of NJC Job Description guidance notes
- A copy of the NJC Local Conventions for use with the NJC evaluation scheme notes
- A copy of the NJC evaluation scheme notes
- A copy of the NJC salary levels evaluation points
- A copy of the NJC Weighting matrix
- A blank Hay Job Description template
- A blank Hay Job Evaluation Sheet which includes space for the evaluators notes and moderators notes
- A copy of the Hay Grades and points
- School Support Staff Evaluation Results

Appendix B

Job Evaluation and Moderation

