

Job analysis and job evaluation for Ealing schools

Last updated: August 2025

1. Introduction1.1. Job analysis is the process of producing a job description based on which employees carry out their allotted duties. The latter is then evaluated through a job evaluation process to produce a grade/salary. This process has a...

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Support staff roles generic job descriptions

Last updated: August 2025

Support staff work in many important and often multiple roles in a school. The generic job descriptions/person specifications here for support staff have been developed to support schools in a range of areas. These include:Recruiting new staff when...

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Admin staff and school business managers

Last updated: August 2025

Administrative assistantsAdministration assistants perform a wide range of office support duties including data entry, photocopying, filing and answering the phone as well as aspects of school finance.School administrator level 1: scale 4Job...

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Learning support

Last updated: August 2025

Teaching assistants (TAs)TAs work alongside teachers in the classroom, helping pupils with their learning on an individual or group basis. Some specialise in areas such as literacy, numeracy, special education needs, music, English as an additional...

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Pupil support generic job descriptions

Last updated: August 2025

Learning mentorsLearning mentors support, motivate and challenge pupils who are underachieving. They help pupil overcome barriers to learning caused by social, emotional and behavioural problems.Learning mentor (primary): scale 6Job...

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Site staff

Last updated: August 2025

Cleaning staffCleaning staff work either on their own or in a team, ensuring that the school premises are clean and hygienic.Cleaner in charge: scale 2Job descriptionPerson specificationCleaner:scale 1 (point 7 to 11)Job descriptionPerson...

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ELP board

Last updated: August 2025

ELP board committee membersTerms of referenceCalendarELP committee membership ELP board committee members Julie Lewis (officer lead) Director learning, standards and school partnershipsLouise Singleton, Headteacher, Hambrough Primary...

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Specialist and technical staff

Last updated: August 2025

Sports coachSports coach: scale 7Job descriptionPerson specificationScience techniciansScience technicians ensure science lessons run smoothly by looking after and setting up equipment and helping out with demonstrations and practical classes....

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Special school generic job descriptions

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The job descriptions have been developed in consultation with special school headteachers and take into account a number of factors.These include existing practice in schools, the National Agreement and the National Joint Council (NJC) guidelines...

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ELP learning and achievement committee

Last updated: August 2025

Developing great teachers, inspiring great learners and securing strong leadership.GoalsCommittee membersTerms of referenceCalendarAction planMinutesGoals Sustain and improve high standards in each educational phase with outcomes well above the...

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