# Annex 2

# School job evaluation submission

To be completed by the manager of the post to be evaluated

## Post details

|  |  |
| --- | --- |
| Post title |  |
| Post number |  |
| Date of attached job description: |  |
| Reason for job evaluation (Tick all that apply) | Change of duties (go to section 2)  Restructuring (go to section 3)  New post |

Complete either section 2 or 3:

## Change of duties

|  |  |
| --- | --- |
| Reason for change of duties |  |
| Start date of change |  |
| I have attached the job description | Yes |

## Restructuring

|  |  |
| --- | --- |
| I have attached the job description | Yes |
| I have attached an organisation chart | Yes |
| Any additional comments |  |

## Contact details of manager

|  |  |
| --- | --- |
| Contact name |  |
| Contact number |  |
| Department |  |

Please complete and return to Schools HR Consultancy Team by email to one of the following:

* Mark Nelson 020 8825 9478 [mnelson@ealing.gov.uk](mailto:mnelson@ealing.gov.uk)
* Maria Stock 020 8825 8190 [mstock@ealing.gov.uk](mailto:mstock@ealing.gov.uk)
* Sangeeta Jerath 020 8825 8767 [sjerath@ealing.gov.uk](mailto:%20sjerath@ealing.gov.uk)
* Chris Walker 020 8825 6668 [walkerch@ealing.gov.uk](mailto:walkerch@ealing.gov.uk)

Or you can post to: Schools HR Consultancy Team, 5th Floor, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL

## JOB EVALUATION USE ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date |  |