# 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
* Maria Stock 020 8825 8190 mstock@ealing.gov.uk
* Sangeeta Jerath 020 8825 8767 sjerath@ealing.gov.uk
* Chris Walker 020 8825 6668 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 |  |