JOB EVALUATION – INFORMAL APPEAL PROCESS

**Further Information Document**

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| **Service Area / School: Oxfordshire**  **Job Title of post to be appealed:** |
| **Informal Appeal submitted by:**  (This would normally be the line manager of the post or the Headteacher)  **Name:**  **Email Address:**  **Job Title:**  If Informal Appeal submitted by the Post holder please send a copy to your line manager. |
| **Role holder details (if applicable):**  **Name:** |
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The appeal should be based on the information given in the Job Overview\*, if you disagree with any of the paragraphs in the Job Overview please complete the corresponding section on the informal appeal form - giving reasons why you feel that factor has not been evaluated correctly and giving examples of duties/responsibilities as appropriate.

For central posts a manager is required to attend the informal appeal meeting to give further details about the post. This is not mandatory for school posts, however if you wish to attend the panel please inform the HR Team when you return this form. If you are attending a panel you will be contacted by the HR Team with further details.

Once this form is completed please return it to the Job Evaluation email address: [hradvicedesk@oxfordshire.gov.uk](mailto:hradvicedesk@oxfordshire.gov.uk).

\* If you have not received a copy of the Job Overview for this post please contact the HR Team who will provide you with a copy, you can email: [hradvicedesk@oxfordshire.gov.uk](mailto:hradvicedesk@oxfordshire.gov.uk) or call 01865 816650.

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| **FACTOR** | **EVIDENCE** |
| **1. KNOWLEDGE** |  |
| **2. MENTAL SKILLS** |  |
| **3. INTERPERSONAL & COMMUNICATION SKILLS** |  |
| **4. PHYSICAL SKILLS** |  |
| **5. INITIATIVE & INDEPENDENCE** |  |
| **6. PHYSICAL DEMANDS** |  |
| **7. MENTAL DEMANDS** |  |
| **8. EMOTIONAL DEMANDS** |  |
| **9. RESPONSIBILITY FOR PEOPLE** |  |
| **10. RESPONSIBILITY FOR SUPERVISION** |  |
| **11. RESPONSIBILITY FOR FINANCIAL RESOURCES** |  |
| **12. RESPONSIBILITY FOR PHYSICAL RESOURCES** |  |
| **13. WORKING CONDITIONS** |  |