Job Sharing Scheme for School Employees

## Preamble

1. Staff are entitled, as part of their contract of employment, to request that their post be shared.

## Job Sharing

1. As an Equal Opportunity Employer, Oxfordshire County Council is committed to enabling jobs to be available to people wishing to job share. Job sharing is defined as two (or more) employees voluntarily sharing the duties and responsibilities of one full-time post.
2. All full-time posts are deemed to be potentially open to job sharing unless specifically exempted and job descriptions will make this clear. (In order to comply with legislation, it is important that each post should be considered individually and that no “blanket” exemptions are applied). Exemptions will be agreed between the Governors and the Headteacher concerned when the post becomes vacant, or when a request to job share is received from an employee already in post. Where an existing employee asks to job share his or her current post and the request is refused, there will be a right of appeal under the grievance procedure.
3. The arrangement of hours in a shared post shall be determined by the Headteacher in consultation with the job sharers, taking into account the following factors:

a) the needs of the pupils/students and the School or Department

b) the need to ensure that, in the event of one sharer leaving, the remaining hours form a sufficiently viable package to attract new applicants

c) the preferences and availability of the sharers

d) the desirability of building in some “overlap” or liaison time

1. The distribution of the duties and responsibilities of a shared post shall be determined by the Headteacher in consultation with the job sharers, having regard to the needs of the school and to any particular skills or interest possessed by the sharers. However, the overall responsibility should always be shared and both partners should be in a position to claim that at some time each had fulfilled the duties and responsibilities of the whole post.
2. When recruitment takes place to a vacant post and job sharers are among the candidates, the general principle of appointing the best person for the job will apply.
3. When an application is received from an individual who wishes to job share but who is applying without a partner, the application will be assessed in the same way as applications from other candidates. If in the opinion of the selection panel he or she is the best candidate, a part-time appointment will normally be offered and the remaining hours advertised as a job share vacancy. In some cases it may be possible to “match-up” two applicants wishing to job share who have applied individually.
4. Applications from existing employees to job share their current post (including applications from employees returning from maternity or paternity leave) will be considered sympathetically and a prompt reply sent. If the Headteacher believes that the post is not suitable for sharing and wishes to seek an exemption, the Governors will be consulted.
5. In the event of one job sharer leaving, the hours of work previously undertaken by that person will be advertised. If no suitable job sharing partner can be found within a reasonable period, for example after unsuccessful advertisement, alternative arrangements for covering the duties of the job will need to be considered, including if necessary the redeployment of the remaining job sharer.
6. As indicated in paragraph 7 above, it should not be necessary for a job share applicant to apply with a partner in order to be appointed. However, joint appointments obviously result in less expenditure on advertising, and reduced recruitment administration as well as improving the chances of a satisfactory relationship between the partners.
7. In general, job sharers will have national and local conditions of service applied to them in the same way as to other part-time employees, i.e. normally on a pro rata basis according to the number of hours worked. Guidance on particular conditions of service issues is available from the Schools HR Adviser.

June 2018