

Business Functions (Outcomes from moderators review of schools mapping decisions)		Total no of positions (only where schs returned JFWDS)	(For roles with anomalies i.e mapped higher, lower, not mapped/unique)			Existing grades ranges for these role categories with moderation outcomes												S13	S14				
			No of positions highlighted for moderation	No. of schools that highlighted these anomalies	No of schools which submitted supplementary information	S1/2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12							
1	Bursars and Schools Business Managers	251	83	68	30	EG							✓	✓	✓	✓	✓	✓	✓	✓			
						MG										Assistant School Business Manager	SBM Level 1	SBM Level 2	SBM Level 3	SBM Level 4	SBM Level 5	no model role profile provided	no model role profile provided
2	<p>Administrative type roles - includes the following: Office Assistant, Admin Assistant, Administrator, Administration & Finance Assistant, Administration Assistant -Annual Reviews, Attendance Administrator, After School Club Admin, Advice Information & Clerical Receptionist, Assistant School Secretary, Administration Officer, Administration Assistant - Reception, Administration Supervisor, Admin Support-Extended Care, Admin Team Manager & Clerk to Governors, Administration & Training Manager, Admin Officer, Assistant to School Business Manager, Data Officer, Data Manager</p> <p>Cover Manager, Cover and Timetable Administrator, A Office & Finance Administrator, Office & Publications Assistant, Office Manager, Senior Support Assistant, Communication Officer, Communications Administrator, Communications Co-ordinator, Cover & Timetable Administrator, Careers Co-ordinator, Cover Manager, Database Administrator, Receptionists, Senior Admin Assistants, Support Administrators, Meals Administrator & Office Assistant,</p> <p>Personal Assistant, School Secretary/PA to Headteacher, School Secretary-Infants, Secretarial Administrator, Senior Secretary, Shop Assistant, SIMS Office Manager School Fund Administrator, School Admin Assistant, School Administrative Assistant, School Office Assistant, SENCo Admin Support, SENCo's Assistant, SENAdministrator, Senior Admin Officer, Senior Administrator & PA, Senior Communications Administrator, Executive Officer, Senior Pastoral & Curriculum Support Administrator, Senior School Assistant, Student Records Officer, Student Services Manager, Timetable Officer.</p>	701	110	72	29	EG		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
						MG	Office Assistant Level 1	Office Assistant Level 2	Administration Assistant Level 1	Personal Assistant Administrative Assistant Level 2	Senior Administrative Assistant Data and Resources Assistant Communications Officer	Administrative Support Team Manager Office Manager	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided
3	<p>Admissions and Welfare type roles - includes the following roles: Attendance & Admissions Officer, Admissions officer, Admissions Secretary, Admissions Manager PA to SLT, Attendance Officer, Attendance Administrator, Attendance Manager, Student Support Welfare & Attendance Manager, Welfare Assistant, Welfare Officer, Welfare & Admin Officer</p>	60	9	9	3	EG	✓	✓	✓	✓	✓	✓				✓							
						MG	no model role profile provided	no model role profile provided	Welfare Officer	Admissions & Attendance Officer Admissions Secretary	Senior Admissions Officer	no model role profile provided			Student Support Welfare & Attendance Manager								
4	Clerk to Governors	74	10	10	3	EG		✓		✓	✓	✓	✓										
						MG		no model role profile provided		no model role profile provided	no model role profile provided	Clerk to the Governing Body	no model role profile provided										
5	<p>Finance and HR related roles - which includes the following :</p> <p>Finance & Personnel Assistant, Finance Assistant, Finance/HR Officer, Finance Officer, Finance Manager, Finance & HR Manager, HR Officer/Manager, HR Officer/Manager,</p>	97	21	12	8	EG		✓	✓	✓	✓	✓	✓	✓	✓	✓							
						MG		Finance/HR Office Assistant	no model role profile provided	Finance/HR Assistant	Senior Finance/HR Assistant	HR Officer	Finance/HR Manager	no model role profile provided	no model role profile provided								
6	<p>Exams related type roles - Exam Administrator/Co-ordinator, Exams & Assessment Manager, Exams and Data Officer, Exams Data & Transport Co-ordinator, Exams Officer, Data & Exams Manager, Leadership Team & exams officer</p>	11	2	2	1	EG			✓	✓	✓	✓	✓	✓	✓								
						MG			no model role profile provided	no model role profile provided	no model role profile provided	no model role profile provided	Examinations Officer	no model role profile provided									
7	Resources & Trips Manager, Resource Centre Manager, Resources Manager, Curriculum Resources Manager, Fundraiser	4	2	2	2	EG				✓	✓	✓											
						MG				Fundraising Officer	Resources Manager (proposed new job title Senior Finance Assistant)	Learning Resource Centre Manager											

Notes
EG - Span of existing grades for this category of roles. ✓ - indicates that there are roles across the maintained schools sector that are currently at these grade levels
MG - Moderated grades where new role profiles have been created based on supplementary information received from schools. In some instances, for example the category for Exams related roles where one school provided supplementary information this was used to evaluate the role and create a model role profile.

The roles highlighted in red represent positions which schools highlighted as anomalies i.e that were mapped either higher, lower, not mapped, were coded with wage type 9999.

No model profile provided: The job titles/ roles that are not highlighted in red are those which were mapped to the same grade and were therefore were not considered for evaluation by the moderators. Additionally, where supplementary information was not provided to support schools initial mapping decisions, it was not possible to evaluate the role and consequently no model profiles could be created. Schools are advised to consider the published 'model' role profiles and use these as a guide to confirm whether their original mapping decisions are still valid; going forward, schools will need to seek support from Babcock HR to map roles where no 'model' profiles are available to use for comparison. For further guidance, please refer to the schools information pack published on the schoolsreward webpage.

Roles currently at grades S13 and S14: These will require an evaluation by the moderators whether they were highlighted as mapped to the same grade as part of a quality assurance process.

Overall summary: The Bursar/SBM and Admin related type roles had the highest number of anomalies in this job family. However, there was still a relatively low return rate of supplementary information - a 44% return rate of information for Bursars/SBM roles) and 40% return rate for the Admin type roles. Schools may wish to consider the proposed job titles which will help to provide some distinction for roles at the various grade levels.