

Job Overview

The Job Overview report provides a summary of what is required for the job based on the answers that have been chosen during the evaluation.

Sample - Stoneybridge School Secretary

Post Number:
Reference: A9999
Evaluator: Job Analyst
Date created: 25 January 2022
Date last modified: 9 February 2022

Job Purpose:

Responsibilities:

Knowledge, Skills & Experience:

Working Environment

The job predominantly involves working indoors in the course of normal duties with exposure to unpleasant conditions , such as, adverse temperature, noise or wearing uncomfortable clothing. Exposure to these conditions can be for up to 20% of working time.

Comments:

Physical Co-ordination

Physical co-ordination is needed predominantly to use a keyboard and/or a "mouse" in typing documents, for example, touch or audio typing generally to produce complex word processed documents, complex graphics etc on behalf of others. This predominantly involves touch-typing. The jobholder is required to keystroke at a pre-determined level of speed and accuracy, for example, typing at more than 50 words a minute. Driving is not required in this job.

Comments:

Physical Effort

The job requires the jobholder to use a considerable level of pushing/pulling effort, (for example pushing or pulling a laden trolley, pulling full domestic wheelie bins, a wheelchair with a child or adult occupant, a piece of equipment where there is resistance) but this is only an occasional demand. Standing/walking also places demands on the jobholder for 41 - 60% of the working day or shift.

Comments:

Mental Skills

In the course of normal working, the jobholder is required to resolve problems or situations, generally by applying existing rules, procedures or instructions to the more difficult or challenging problems that arise. The jobholder will require judgement to resolve generally similar problems, i.e the jobholder is required to interpret information and use these skills to decide which course of action to follow to find a solution for similar problems. The nature, scope or cause of some of these problems will not normally be apparent, and will require the jobholder to appraise the situation before attempting to deal with it. However, problems or situations are generally similar. The job involves the forward scheduling/planning of pre-set activities, visits, meetings, etc. weeks in advance.

Comments:

Concentration

Enhanced mental or sensory attention is required for day to day tasks and duties of the job, e.g. checking documents for completeness or correctness, matching or inputting data between sources, undertaking inspections, taking measurements, preparing standard reports, arithmetic calculation, completing detailed documentation, making electrical connections, pruning, painting window frames etc Short periods of enhanced attention of up to 1 hour at a time, are typically required to be sustained by the jobholder on a day to day basis, and it is switching from one thing to another which creates the most pressure for the jobholder day to day. This switching is between a number of tasks, which are the elements within the job or activity, for example, typing, filing, digging, pruning.

Comments:

Communication Skills

Job Overview

The jobholder's communication in the course of normal working can be spoken or written and the most demanding type is the exchanging of information usually with a mixture of internal and external contacts. This information is best described as routine, i.e. refers to information related to tasks and activities as part of the normal course of working, although the individual circumstances may vary on a day to day basis.

Comments:

Dealing with Relationships

As an integral part of the work, (i.e. contact requires a response from, or action by, the jobholder when dealing with people as part of the job), The jobholder has to deal with people who are slightly disadvantaged, abusive, threatening or otherwise demanding, e.g. Who are non-disabled but are otherwise demanding, mainstream children over 5, or who subject the jobholder to casual abuse etc. Dealing directly with these people takes up to 20% of working time.

Comments:

Responsibility for Employees

The jobholder has a responsibility for the work of employees or other people in an equivalent position , through allocating work and checking results. This is an ongoing, daily responsibility. Jobholder is not involved in the application and implementation of HR practice.

Comments:

Responsibility for Services to Others

The jobholder undertakes tasks or processes which contribute to the internal/external services provided by the Council to individuals, groups or the public at large. This is predominantly through the provision of support services to colleagues or to mainly internal customers. For example, filing, word processing, secretarial support, vehicle or plant maintenance, internal mail, IT help desk.

Comments:

Responsibility for Financial Resources

The jobholder has an indirect responsibility for financial resources, (this refers to checking or certifying transactions/activities undertaken by others, for example, checking balances are correct, approving invoices/expenses for payment) which is predominantly budgetary, including compiling, estimating, monitoring, income generation, expenditure etc. for all types of budgets,

Comments:

Responsibility for Physical and Information Resources

The jobholder's primary responsibility for physical resources is for paper based and/or electronic data or information. His/her main role in this is handling, processing and/or updating (i.e. data input, transfer, collation and filing) personal files or records. This primarily involves creating and/or updating files. This refers to determining the need for new/additional files to be opened, compiling information and determining its relevance. The jobholder also has responsibility for supplies and/or stocks, specifically the stock control of a limited range of supplies. This could include, for example, office stationery or food supplies for a school kitchen or vehicle parts for a workshop, etc.

Comments:

Initiative and Independence

The jobholder is required to interpret policies and procedures in the course of normal working . He/she normally works by following established procedures, (i.e. the jobholder may determine the appropriate steps to take in specific circumstances, although the actual tasks undertaken may not be documented) and is expected to deal personally with routine problems, (i.e. problems which are generally similar and are covered by established practice). Access to a supervisor/manager is available for unusual or difficult problems.

Comments:

Knowledge

The jobholder requires predominantly clerical knowledge to do the job. This knowledge is normally acquired through either on or off-the-job training and experience. This is to enable the jobholder to undertake a number of similar tasks, and the job could only be done by someone who can read, write and count. Literacy and numeracy are required at a level for basic reading, composing straightforward sentences and basic arithmetic.

Job Overview

Comments:
