# Appendix 3 – Job Evaluation Request Form – New Post

|  |  |
| --- | --- |
| Academy/Department |  |
| Job title  |  |
| Job Family  |  |
|  Is this a new role? |  |
| Has this role been advertised in the past 12 months? |  |
| Is there an existing role profile that this role could be matched to? |  |
| Anticipated Job Type |  |
| Anticipated Grade  |  |
| Documents Attached |
| Job Description |  |
| Person Specification |  |
| Job Questionnaire (appendix 6) |  |
| Other  |  |
| Additional information |
|  |
| Line Manger  |
| Name: | Signature: | Date:  |
| Verification by Headteacher*Review the line managers request and provide any comments regarding the new post*  |
|  |
| Name: | Signature: | Date:  |
| Approval by Executive Business Manager |
| Name: | Signature: | Date:  |