

**Official use only - Appeal Log number:**

**School Job Evaluation Appeal Form**

This form is **only** to be used by those employees who wish to appeal against the grading outcome of their job following the implementation of Unified Reward.

Please ensure you have read the appeal policy and guidance notes before completing this form. They are available on the internet [www.barnet.gov.uk/wwc-home/information-for-schools/Unified-Reward-Project.html](http://www.barnet.gov.uk/wwc-home/information-for-schools/Unified-Reward-Project.html) or request a copy from your Head Teacher or the Unified Reward HelpLine T: 0330 606 4444 or E: [barnethrpayroll@capita-services.co.uk](mailto:barnethrpayroll@capita-services.co.uk)

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| --- | --- | --- | --- | --- |
| 1. **EMPLOYEE DETAILS** | | | | |
| **Title:** |  | | | |
| **First name(s):** |  | | | |
| **Surname:** |  | | | |
| **Contact Telephone:** | **Preferred contact No:** |  | **Alternative contact No:** |  |
| **Email Address:** | **Work:** | | **Home:** | |
| **Home Address** |  | | | |
| **Work Location** | **School Name:** | | **Head Teacher Name:** | |
| **Job Title/Post Occupied:** |  | | | |
| **Job Evaluation Ref No:** |  | | | |

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| 1. **GROUNDS FOR APPEAL – please tick ONE box only** | |
| **Ground One - Assimilation Error**  You believe you have been assimilated (matched) to the wrong job. |  |
| **Ground Two - Substantial Change in the Job**  You believe there has been a substantial change in the level of accountabilities / responsibilities and may require a higher level of knowledge, skills and experience since the role profile and person specification was agreed |  |
| **Ground Three - Incorrect Evaluation**  If you believe that your job has not been scored correctly using the job evaluation scheme. An example might be that you believe insufficient weight has been assessed against one or more of the job evaluation factors. |  |

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| 1. **CONDITIONS OF ELIGIBILITY – please tick to agree to the statements below** | | | | |
| I confirm I am submitting this appeal no more than 10 days following receipt of my job evaluation letter. | | | |  |
| I understand that, as a result of this appeal, the grade (and pay) for my post could go down, stay the same or go up. | | | |  |
| 1. **REASONS FOR APPEAL – please outline your reasons for appealing below** | | | | |
| Add additional sheets if required but please keep the statement as concise as possible. Only provide information/evidence for the factors you are appealing against. Please **do not** include accompanying evidence – i.e. letters / reports etc | | | | |
| **Ground One – Assimilation Error**  Please provide information/evidence as to why you believe you have been assimilated in to the wrong job **(only complete this section if you are appealing under Ground One)**: | | | | |
| **Ground Two - Substantial Change in the Job OR Ground Three – Incorrect Evaluation**  Please tick the appropriate box(es) where you consider that either your job has changed significantly or where you believe it has been evaluated incorrectly under the Unified Reward process: | | | | |
|  | The knowledge, skills and experience required to undertake the role | | | |
|  | The level of communication and influencing skills required to undertake the role | | | |
|  | The complexity and/or scale of the role | | | |
|  | The policy/procedural framework within which the role operates | | | |
|  | The amount and type of planning involved in the role | | | |
|  | The type and nature of problems solved and decisions made | | | |
|  | The accountability of the role (i.e. budget managed, staff supervised) | | | |
|  | The level of physical effort required to carry out the role | | | |
|  | The exposure to working conditions (noise, dust, hazards) | | | |
| Please provide additional information/evidence to support your selection above: | | | | |
| **Signed:** | |  | **Date:** |  |
| **Print Name:** | |  | | |

Please ensure this form is returned to the UNIFIED REWARD team **no later than 19 September 2016**; [unified.reward@barnet.gov.uk](mailto:unified.reward@barnet.gov.uk) or

Unified Reward Team, HR Building 4, North London Business Park, Oakleigh Road South, London N11 1NP