# 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: |