

Modern Reward Strategy

As part of the job matching process being undertaken by schools some Frequently Asked Questions have been put together, which we hope will assist you.

Schools Job Matching Process – Frequently Asked Questions

Q. What do I need to complete under each of the column headings?

A. Column headed: Is the job covered by an existing evaluation? - should contain either Yes or No or Partial as to whether it matches the template we've sent you.

Column headed: Confirmation from Dept. of evaluated or template jobs – should contain either a T number or a JE number to the matched template.

Column headed: Comments – should give the reason why if a post is either not a good match or is only a partial match e.g. 'Playleader job description not on list' or 'this job is a mixture of roles all paid on a single contract.'

Q. What do I do if one person has several contracts?

A. Please allocate the hours to the matching template i.e. T6 8 hours per week, T24 14 hours per week and T29 6 hours per week.

Q. What do I do if one person has several jobs all rolled into a single contract?

A. Please mark No to a match and indicate why in Comments column.

Q. Why are MSAs not on the list?

A. Most MSAs have already been matched as they were found to be working to very similar job descriptions in the evaluations already carried out. So on most schools spreadsheets these are not included and do not need to be added.

Some schools with slightly different MSA job titles have been included and the relevant job evaluation supplied for confirmation.

Q. The spreadsheet is out of date, how do I deal with starters and leavers?

A. We knew about, and apologise for, the out of date information. Please strike through the leavers and add the missing names, with the exception of the MSAs who do not need to be added.

Q. Do I match to the template job description, the qualifications or the current grade?

A. It is essential that matching is done to the template job description i.e. the content of the job. The templates have been evaluated and awarded a score in the job evaluation process. This will be allocated to pay at the outcome of the negotiations on MRS implementation. Qualifications may be indicative of a role but should **never be the sole reason** for choosing a template - it is the actual work being undertaken that is important. Existing grades attached to the Template job descriptions should **not** be used as indicators.

Q. What will happen where there is no match or a partial match.

A. The MRS Team will probably ring you to discuss these and may be able to offer a better match once they understand the job better. If not these will be referred into one of the other processes identified in the covering letter you received with the spreadsheet.

Q. If the template job description includes 2 levels, with alternative duties identified, do I need to indicate which of the levels it is? Example T21.

A. Yes, please add 'higher level' or 'lower level' in the Comments column.