

**6 EDUCATION DEPARTMENT - REDESIGNATION AND REGRADING OF POST
(AN240-2006)**

It is reported that the Director of Education had requested the Assistant Chief Executive (Management) to review the duties and responsibilities of the post of Senior Clerical Officer in the Home School Support Service.

The postholder has assumed a greater administration, financial and supervisory role responding to changes in the service at Home School Support. As a consequence of this review, the Assistant Chief Executive (Management) recommends that, to reflect the increased level of duties and responsibilities, the post be redesignated from Senior Clerical Officer to Administrative Assistant and regraded from GS3, £14,466 - £15,063, to AP1/2, £15,063 - £17,877.

The cost of implementing this recommendation would be £329 in the current financial year and £800 in a full financial year. Both figures are inclusive of employer's costs and will be contained within the Education Department Revenue Budget.