

**Archived:** 24 April 2025 14:05:34

**From:** [FOI Responses](#)

**Sent:** 24 April 2025 11:03:06

**To:** [REDACTED]

**Subject:** FOI Response - [REDACTED]

**Importance:** Normal

**Sensitivity:** None

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Dear [REDACTED]

Thank you for your Freedom of Information request dated 26<sup>th</sup> March 2025 for information about staff roles in schools and their respective grade. Please find below City of Doncaster Council's responses to the questions you have raised.

**Request:**

"Could I please request the job roles/titles for all support staff roles in schools and their respective grade/SCP please? Is it possible to have this within an Excel Spreadsheet?"

Can I also request all job specifications for support staff roles in school please?"

**Response:**

The City of Doncaster Council does not hold information relating to school staff. This information is held directly by the schools therefore you will need to approach each school individually. A list of schools in Doncaster can be found at:

<https://www.doncaster.gov.uk/services/schools/learning-and-skills>

I hope that this information is useful to you.

City of Doncaster Council estimates that it has cost £49.00 to respond to this request for information.

**Reviewing any decisions made:**

If you are not happy with this reply you can ask us to review our response. To do this write to us within 40 working days of receiving your response at the address below or email [FOIAppeals@doncaster.gov.uk](mailto:FOIAppeals@doncaster.gov.uk)

If you do not agree with the review decision you can apply to the Information Commissioner's Office (ICO) for a decision about our compliance or otherwise with the Freedom of Information legislation. Contact details for the ICO are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. [www.ico.org.uk](http://www.ico.org.uk) Telephone 0303 123 1113.

Yours sincerely,  
Sophie

**Sophie Ormshaw**

**Sophie Ormshaw**

Information Governance Officer  
Information Governance Team  
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**Web:** <http://www.doncaster.gov.uk/>

Please treat the content of this e-mail as confidential. If you have received this e-mail and it is not addressed to you please accept my apologies and inform me as soon as possible.

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**Sent:** Wednesday, March 26, 2025 10:16 AM

**To:** Freedom of Information Requests <[FOI.Requests@doncaster.gov.uk](mailto:FOI.Requests@doncaster.gov.uk)>

**Subject:** Re: Pay Grades & NJC Grading Score boundaries

Caution! This message was sent from outside your organization.

[Allow sender](#)

Thanks, Craig.

Could I please request the job roles/titles for all support staff roles in schools and their respective grade/SCP please? Is it possible to have this within an Excel Spreadsheet?

Can I also request all job specifications for support staff roles in school please?

Thank you

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**From:** Freedom of Information Requests <[FOI.Requests@doncaster.gov.uk](mailto:FOI.Requests@doncaster.gov.uk)>

**Sent:** 26 March 2025 10:02

**Subject:** RE: Pay Grades & NJC Grading Score boundaries

Dear Sir / Madam,

I have made checks with our HR department and can confirm it is Greater London Provincial Council (GLPC).

Many Thanks

Craig

Craig Miller  
Information Governance Officer  
Information Governance Team  
Corporate Resources  
City of Doncaster Council

Address Floor Two, Civic Office, Waterdale, Doncaster DN1 3BU Website [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

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Please treat the content of this e-mail as confidential. If you have received this e-mail and it is not addressed to you please accept my apologies and inform me as soon as possible.



[REDACTED]

**Sent:** Tuesday, March 25, 2025 5:05 PM

**To:** Freedom of Information Requests <[FOI.Requests@doncaster.gov.uk](mailto:FOI.Requests@doncaster.gov.uk)>

**Subject:** Re: Pay Grades & NJC Grading Score boundaries

Hello,

Can you please confirm which evaluation scheme Doncaster Council uses, to evaluate their roles?

Thank you

[REDACTED]

**From:** Freedom of Information Requests <[FOI.Requests@doncaster.gov.uk](mailto:FOI.Requests@doncaster.gov.uk)>

**Sent:** Tuesday, March 25, 2025 4:57:40 PM

[REDACTED]

**Subject:** RE: Pay Grades & NJC Grading Score boundaries

Dear Sir/Madam,

City of Doncaster Council does not use the NJC job evaluation scheme.

**Many thanks**

**Ellen Dook**

Information Governance Officer  
Corporate Resources  
City of Doncaster Council

Address Civic Office, Waterdale, Doncaster, DN1 3BU

Website [www.doncaster.gov.uk](http://www.doncaster.gov.uk)



[REDACTED]

**Sent:** Tuesday, March 25, 2025 2:14 PM

**To:** Freedom of Information Requests <[FOI.Requests@doncaster.gov.uk](mailto:FOI.Requests@doncaster.gov.uk)>

**Subject:** Pay Grades & NJC Grading Score boundaries

Hello,

Can I please request the pay grades for Doncaster Council and the corresponding NJC scores/bandings they received for each respective grade, in line with the Single Status grading.

Could I also request all school staff roles and their respective NJC scores and grades please, ideally in an Excel Spreadsheet in the attached format, along with the scoring under each job evaluation scheme factor (knowledge, mental skills etc etc)

Any questions, please let me know

Kind regards