

6 EDUCATION DEPARTMENT - ESTABLISHMENT OF POST OF GENERAL ASSISTANT (HEALTH AND SAFETY) (AN68-2007)

Reference is made to Articles V and VI of the minutes of meetings of the Personnel and Education Committees of 15th January, 2007, wherein a review of Management Support Staff Structures was approved.

Following the implementation of this process, two part-time Senior Clerical Assistant posts remain vacant and the Director of Education, following consultation with the Assistant Chief Executive (Management), is proposing to delete the vacancies and create a post of General Assistant (Health and Safety), grade GS1/2, currently £10,938-£14,577. This post will provide much needed assistance to the Health and Safety Officer in responding to the growing needs of the department. It is proposed to match an existing long term temporary employee, who has been identified as having the necessary skills, into this post.

The financial implications of this proposal results in a saving of £1,421 in a full financial year.

Committee's approval is sought.