The Authority worked on the following ratio prior to Local Management in 1987. The following ratios were then offered to schools for consideration, but are not “set in tablets of stone”.

LEA LEVELS OF NON TEACHING STAFF

CLERICAL ASSISTANCE IN SCHOOLS

a. NURSERY AND PRIMARY SCHOOLS

The scale of assistance for nursery and primary schools, upon application from the Headteacher shall be as follows:

i. No. on Roll Form Stats. 1* No. of Sessions per week

0	-	100	1
101	-	150	2
151	-	200	3
201	-	300	4
301	-	400	5
400+	-	500	6

1 Session per hundred pupils.

A Session is of 2½ hours duration. Staff permanently employed as General Assistants or on before 31 March 1981, will be personally protected to the extent that all sessions worked will be on a 3 hour basis.

ii. Three extra sessions to be allowed at a school where the Head is required to take full-time charge of a class.

SUPERVISORY ASSISTANTS

Supervisory Assistants are appointed in accordance with the under-mentioned scale:

	Pupils taking meals (incl sandwiches)			Supervisory Assistants
Infants Schools	1	-	30	1
	31	-	60	2
	61	-	90	3
	91+			4
Junior Schools	1	-	75	1
	76	-	150	2
	151	-	225	3
	226+			

Junior & Infants Schools	Allocation to be made to Infants schools for each Complete unit of 30, 60, 90 and remainder to be added to Junior diners for additional staff

Special consideration will be given to schools with unusual difficulties.

NURSERY NURSES

Nursery Nurses will be appointed to schools and other establishments according to the following scheme.

Nursery Schools

No. of Pupils	No. of Teacher	No. of Nursery Nurses
Up to 39	Headteacher + 1	1
40 to 59	Headteacher + 1	2
60 to 79	Headteacher + 2	3
80 +	Headteacher + 3	3

Nursery Classes in Primary and Infants Schools

One Nursery Nurse for each Nursery Class of 30 pupils. (Nursery class is defined as being one where at least 75% of pupils will not have attained the age of 5 years on 31 March in each year).