

GRADING STRUCTURE FOR THE GHANA EDUCATION SERVICE- TEACHING STAFF

S/N	JOB TITLE/JOB DESCRIPTION	LEVEL	H/L
1	Director General	25	H
2	Dep. Director General	24	H
3	Director I	23	H
4	Director II	22	H
5	Director II Principal	22	L
6	Deputy Director SHS Head	21	H
7	Deputy Director Vice Principal	21	L
8	Deputy Director Basic Head	21	L
9	Dep. Director Asst. Head SHS	21	L
10	Dep. Director Snr. House Master	21	L
11	Dep. Director Hse/Frm Mster/HOD/Chaplain/Imam/G&C Cord	21	L
12	Dep. Director Unit Head	21	L
13	Dep. Director Basic Grade	20	H
14	Dep. Director Non-Prof	20	L
15	Asst. Director I Head SHS	20	H
16	Asst. Director I Vice Principal	20	L
17	Asst. Director I Unit Head	20	L
18	Asst. Director I Snr Hse Master	20	L
19	Asst. Director I Head SHS	20	L
20	Asst. Director I Asst. Head SHS	20	L
21	Asst. Director I Hse/Frm Mster/HOD/Chaplain/Imam/G&C Cord	20	L
22	Asst. Director I Hqtrs, Region, District	19	H
23	Asst. Director I Basic Grade	19	H
24	Asst. Director I Non-Prof	19	L
25	Asst. Director II Head Basic	19	L
26	Asst. Director II Asst. Head SHS	19	L
27	Asst. Director II Snr. House Master	19	L
28	Asst. Director II Hse/Frm Mster/HOD/Chaplain/Imam/G&C Cord	19	L
29	Asst. Director II Head Basic	18	H
30	Asst. Director II Hqtrs, Region, District	18	H
31	Asst. Director II Basic Grade	18	H
32	Asst. Director II Non-Prof	18	L
33	Prin. Superintendent Head Basic	17	H
34	Prin. Supt. Hse/Frm Mster/HOD/Chaplain/Imam/G&C Cord	17	H
35	Prin. Supt Professional	16	H
36	Prin. Supt. Non-Professional	16	L
37	Senior Supt. I Professional	15	H
38	Senior Supt. I Non-Professional	15	L
39	Senior Supt. II Professional	14	H
40	Snr. Supervisor Instructor	14	H
41	Snr. Supt. II Non-Professional	14	L
42	Supervisor Instructor	14	L
43	Superintendent I Professional	13	H
44	Principal Technical Instructor	13	H
45	Superintendent I Non-Professional	13	L
46	Snr. Technical Instructor	13	L
47	Superintendent II Professional	12	H
48	Technical Instructor I	12	H
49	Superintendent II Non-Professional	12	L
50	Technical Instructor II	12	L

51	Snr. Craft Instructor	8	H
52	Pupil Teacher WASSCE/GCE "A" Level	8	H
53	Trainee Teacher	8	H
54	Craft Instructor	8	L
55	Pupil Teacher GCE "O" Level	8	L

**GRADING STRUCTURE FOR THE GHANA EDUCATION SERVICE- NON-TEACHING STAFF
(1) ACCOUNTING CLASS**

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF ACCOUNTANT	22H
2	CHIEF ACCOUNTANT II	20H
3	DEPUTY CHIEF ACCOUNTANT	19H
4	DEPUTY CHIEF ACCOUNTANT II	19L
5	PRINCIPAL ACCOUNTANT (Chartered)	18H
6	PRINCIPAL ACCOUNTANT (Unit Head)	17H
7	PRINCIPAL ACCOUNTANT (Basic Grade)	16H
8	SENIOR ACCOUNTANT	15L
9	ACCOUNTANT	14L
10	ASSISTANT ACCOUNTANT	13H
11	SENIOR ACCOUNTANT	13L
12	ACCOUNTANT	12L
13	ACCOUNTANT ASSISTANT	8L

(2) ADMINISTRATIVE CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF ADMIN OFFICER	22H
2	CHIEF ADMIN OFFICER II	20H
3	DEPUTY CHIEF ADMIN OFFICER	19H
4	DEPUTY CHIEF ADMIN OFFICER II	19L
5	PRINCIPAL ADMIN OFFICER (Chartered)	18H
6	PRINCIPAL ADMIN OFFICER (Unit Head)	17H
7	PRINCIPAL ADMIN OFFICER (Basic Grade)	16H
8	SENIOR ADMIN OFFICER	15L
9	ADMINISTRATIVE OFFICER	14L
10	ASSISTANT ADMIN OFFICER	13H
11	SENIOR CLERK	13L
12	CLERK GRADE I	12L
13	CLERK GRADE II	8L

(3) INTERNAL AUDIT CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF INTERNAL AUDITOR	22H
2	CHIEF INTERNAL AUDITOR II	20H
3	DEPUTY CHIEF AUDITOR	19H
4	DEPUTY CHIEF AUDITOR II	19L
5	PRINCIPAL INTERNAL AUDITOR (Chartered)	18H
6	PRINCIPAL INTERNAL AUDITOR (Unit Head)	17H
7	PRINCIPAL INTERNAL AUDITOR (Basic Grade)	16H
8	SENIOR INTERNAL AUDITOR	15L
9	INTERNAL AUDITOR	15L
10	ASSISTANT INTERNAL AUDITOR	13H
11	INTERNAL AUDIT ASST. GD. I	13L
12	INTERNAL AUDIT ASST. GD. II	12L
13	INTERNAL AUDIT ASST. GD. III	8L

(4) CATERING CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF DOMESTIC BURSAR	17H
2	DEPUTY CHIEF DOMESTIC BURSAR	17L
3	PRINCIPAL DOMESTIC BURSAR	16L
4	SENIOR DOMESTIC BURSAR	15L
5	DOMESTIC BURSAR	14L
6	ASSISTANT DOMESTIC BURSAR	13L
7	SENIOR MATRON	11L
8	MATRON	10L
9	CHIEF COOK	9H
10	COOK	7L
11	ASSISTANT COOK	6H
12	HEAD STEWARD	6H
13	STEWARD	6L
14	HEAD LAUNDRY MAN	6H
15	LAUNDRY MAN	5H
16	HEAD PANTRY HAND	6H
17	PANTRY HAND	5H

(5) HOUSE MOTHERS

S/N	RANK	LEVEL(HIGH/LOW)
	SNR HOUSE MOTHER	11L
	HOUSE MOTHER	10L

(6) LIBRARY CLASS

S/N	RANK	LEVEL(HIGH/LOW)
1	CHIEF LIBRARIAN	17H
2	DEPUTY CHIEF LIBRARIAN	17L
3	PRINCIPAL LIBRARY	16H

4	SENIOR LIBRARY	15L
5	LIBRARY	14L
6	ASSISTANT LIBRARY	13L
7	SENIOR LIBRARY ASSISTANT	12L
8	LIBRARY ASSISTANT	9H
9	JUNIOR LIBRARY ASSISTANT	8L

(7) LABORATORY CLASS

S/N	RANK	LEVEL(HIGH/LOW)
1	CHIEF LABORATORY TECHNICIAN	17H
2	DEPUTY CHIEF LAB TECHNICIAN	17L
3	PRINCIPAL LAB TECHNICIAN	16L
4	SENIOR LAB TECHNICIAN	14L
5	LABORATORY TECHNICIAN	13L
6	ASSISTANT LAB TECHNICIAN	12L
7	SENIOR LAB ASSISTANT	11L
8	LABORATORY ASSISTANT GD 1	10L
9	LABORATORY ASSISTANT GD II	9L

(8) SECRETARY CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	PRINCIPAL PRIVATE SECRETARY	16H
2	SENIOR PRIVATE SECRETARY	15H
3	PRIVATE SECRETARY	14H
4	STENOGRAPHER SECRETARY	14L
5	STENOGRAPHER GD I	11H
6	STENOGRAPHER GD II	11L
7	PRINCIPAL TYPIST	10L
8	SENIOR TYPIST	9L
9	TYPIST GRADE I	8H
10	TYPIST GRADE II	8L
11	UNGRADED TYPIST	5L

(9) ROTA PRINT CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	SENIOR ROTA PRINT OPERATOR	12L
2	ROTA PRINT OPERATOR	11L
	ROTA PRINT	9L

(10) TECHNICAL CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF TECHNICAL OFFICER	17H
2	DEPUTY CHIEF TECH. OFFICER	17L
3	PRINCIPAL TECHNICAL OFFICER	15L

4	SENIOR TECHNICAL OFFICER	13L
5	TECHNICAL OFFICER	12L
6	ASST. TECHNICAL OFFICER	11L
7	SENIOR TECHNICAL ASSISTANT	10L
8	TECHNICAL ASSISTANT GRADE I	8H
9	TECHNICAL ASSISTANT GRADE II	8L

(11) TRADESMAN CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	WORKSHOP SUPERVISOR	13L
2	FOREMAN	12L
3	JUNIOR FOREMAN	11L
4	ARTISAN	10H
5	SUPERVISORY TRADESMAN	10L
6	TRADESMAN GD I	9L
7	TRADESMAN GD II	8L

(12) AGRICULTURE CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	SENIOR FARM SUPERVISOR	11L
2	FARM SUPERVISOR	10L
3	SENIOR FARM SUPERVISOR	8L
4	FARM ASSISTANT	7L
5	SENIOR FARM HAND	6L
6	FARM HAND	5L

(13) RECEPTION/TELEPHONE OPERATOR CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	RECEPTIONIST	8L
2	TELEPHONIST	7L
3	TELEPHONE OPERATOR	6H

(14) MESSENGERS CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF MESSENGER	6L
2	MESSENGER	4L

(15) SUPPLIES CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF SUPPLY OFFICER	19L
2	DEPUTY CHIEF SUPPLY OFFICER	18L

3	PRINCIPAL SUPPLY OFFICER	16H
4	SENIOR SUPPLY OFFICER	14L
5	SUPPLY OFFICER	13L
6	PRINCIPAL STOREKEEPER	12L
7	SENIOR STOREKEEPER	11L
8	STOREKEEPER	10L
9	ASSISTANT STOREKEEPER	8L
10	STORE ASSISTANT	7H

(16) SECURITY CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF SECURITY OFFICER	13L
2	DEPUTY CHIEF SECURITY OFFICER	12H
3	PRINCIPAL SECURITY OFFICER	12L
4	SENIOR SECURITY OFFICER	10L
5	SECURITY OFFICER	9L
6	ASSISTANT SECURITY OFFICER	8L

(17) PORTER CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	HEAD PORTER	8L
2	PRINCIPAL PORTER	7L
3	SENIOR PORTER	6L
4	PORTER	5L
5	ASST. PORTER	4H
6	JUNIOR PORTER	4L

(18) CARETAKER CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	SUPERVISING CARETAKER	10L
2	SENIOR CARETAKER	7L
3	CARETAKER	6L

(19) WATCHMAN/GATEMAN

S/N	RANK	LEVEL (HIGH/LOW)
1	HEAD WATCHMAN/GATEMAN	7L
2	SENIOR WATCHMAN/GATEMAN	6L
3	NIGHT WATCHMAN/GATEMAN	5L
4	DAY WATCHMAN/GATEMAN	4L

(20) DRIVER CLASS

S/N	RANK	LEVEL (HIGH/LOW)
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1	YARD FOREMAN	11L
2	CHIEF DRIVER	10
3	PRINCIPAL DRIVER	9L
4	SENIOR DRIVER	8H
5	DRIVER GD I/ DRIVER MECHANIC	8L
6	DRIVER GD II	7L
7	DRIVER GD. II	
8	TRACTOR OPERATOR	8H

(21) CONSERVANCY LABOURERS CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF CONSERVANCY HEADMAN	9L
2	CONSERVANCY HEADMAN	8L
3	SNR CONSERVANCY LABOURER	6L
4	CONSERVANCY LABOURER	5H

(22) GENERAL LABOURER CLASS

S/N	RANK	LEVEL (HIGH/LOW)
1	CHIEF HEADMAN	7H
2	LABOURER HEADMAN	6L
3	SENIOR LABOURER/CLEANER	5L
4	GENERAL LABOURER	4L
5	CLEANER	3H