May 2017

**Freedom of Information request:**

*“I would like to know the total number employees within your department with the following job titles/areas of responsibility, please break this data down by job title.*

*·  Number of employees in Administrative roles e.g. Administrative Assistant*

*·  Number of employees in Front house/reception roles*

I can confirm the number of employees currently working in administrative roles, such as Administrative Assistant is 22. I have provided a table below to show the grade, job title and pay scale for 2016/17 of all staff within the AGO fulfilling administrative roles.

|  |  |  |
| --- | --- | --- |
| **GRADE** | **JOB TILTE** | **PAY SCALE 2016/17 £** |
| Administrative Officer | Business Support Team | 21,850 - 23,800 |
| Administrative Officer | Business Support Team | 21,850 - 23,800 |
| Administrative Officer | Business Support Team | 21,850 - 23,800 |
| Executive Officer | Business Support Team | 25,150 - 30,000 |
| Executive Officer | Correspondence Team | 25,150 - 30,000 |
| Executive Officer | Correspondence Team | 25,150 - 30,000 |
| Executive Officer | Business Support Team | 25,150 - 30,000 |
| Executive Officer | Private Office | 25,150 - 30,000 |
| Higher Executive Officer | Business Support Team | 29,950 - 35,000 |
| Higher Executive Officer | Press Office | 29,950 - 35,000 |
| Higher Executive Officer | Private Office | 29,950 - 35,000 |
| Senior Executive Officer | Policy & Superintendence | 36,250 - 43,000 |
| Senior Executive Officer | Policy & Superintendence | 36,250 - 43,000 |
| Senior Executive Officer | Policy & Superintendence | 36,250 - 43,000 |
| Senior Executive Officer | Private Office | 36,250 - 43,000 |
| Senior Executive Officer | Press Office | 36,250 - 43,000 |
| Grade 7 | Policy & Superintendence | 48,400 - 61,000 |
| Grade 7 | Press Office | 48,400 - 61,000 |
| Grade 6 | Private Office | 61,200 - 75,200 |
| Grade 6 | Business Support Team | 61,200 - 75,200 |
| Grade 6 | Policy & Superintendence | 61,200 - 75,200 |
| Grade 5 (SCS1) | Head of Policy, Press & Private Offices | 64,000-117,800 |

The AGO does not employ any staff in front house/ reception roles.