[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Job Description Template

Writing job descriptions that attract the right applicants: purpose, duties, skills, reporting line, and terms, in one consistent format.

Role purpose The [Job title] **keeps** [outcome the role delivers] **running smoothly for** [Team]**. Success in the first year looks like** [what success looks like]**. This role sits in** [Team] **and works daily with** [teams worked with]**.**

Key responsibilities

Example: Manage reception and visitor sign-in: 30%

Example: Order and track office supplies against minimum stock levels: 20%

Required skills and experience

Example: 2 years in an office administration role: Experience with a booking or HR system

Example: Clear written and spoken English; confident on the phone: Basic spreadsheet skills for stock and budget tracking

Reporting line and team

Manager job title: _____ **Team size:** _____

Manages (number of people): _____ **Works daily with:** _____

Covers for during leave: _____

Terms and working arrangements

Working hours: _____ **Working days:** _____

Office location: _____ **Remote days:** _____

Contract type: _____ **Salary band:** _____

Notice period: _____ **Annual leave days:** _____

Benefits: _____ **Closing date:** _____

Hiring stages: _____

Completion checklist

[ ] Purpose, duties, skills, reporting line, and terms are all filled in - no section left blank.

[ ] Must-have skills are genuinely required on day one.

[ ] Salary band, location, hours, and closing date are stated.

Document: Job Description Template Prepared by: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____