**JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** |  |
| **Reporting To:** |  |
| **Location:** |  |
| **Direct Reports: *(include only if applicable)*** |  |

**About the Company:**

*A brief overview of the company including the main scope / nature of the business, the sector the company operates in, the company core values.*

*Include the main values and characteristics of the employees working for the organisation.*

**Job Purpose:**

*What is the job there to achieve? General nature and main purpose of the job. Key aims and objectives and KPI’s/targets for the role.*

**Key Responsibilities and Key Tasks:**

Detail the **main responsibilities** of the job and the tasks that are included within each responsibility.

***Main Responsibility 1***

* Detail the day-to-day, weekly or monthly tasks that the employee is required to carry out as part of the job.

***Main Responsibility 2***

* Detail the day-to-day, weekly or monthly tasks that the employee is required to carry out as part of the job.

***Main Responsibility 3***

* Detail the day-to-day, weekly or monthly tasks that the employee is required to carry out as part of the job.

***Main Responsibility 4***

* Detail the day-to-day, weekly or monthly tasks that the employee is required to carry out as part of the job.

The tasks and responsibilities listed above are not exhaustive and maybe amended according to the needs of the business. The above information is non-contractual and does not form any part of an employee’s contract of employment.

**Knowledge, Skills, Experience, Qualifications and Personal Attributes Required:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSON SPECIFICATION** | | | |
| **Role:** | | | |
| **Department:** | | | |
| **Requirements** | **Essential for Role - (*Bullet point where needed)*** | **Desirable for Role - (*Bullet point where needed)*** | **Method of assessment to be used *(e.g. App form/CV/Interview/ Assessment/Exercises)*** |
| **Knowledge Required** |  |  |  |
| **Skills and Aptitudes Required** |  |  |  |
| **Experience Required** |  |  |  |
| **Specific Qualifications Required** |  |  |  |
| **Personal Attributes and Behaviours Required** |  |  |  |

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