[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. Add or remove table rows to fit your needs. 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

Duty	% of time
Example: Manage reception and visitor sign-in	30%
Example: Order and track office supplies against minimum stock levels	20%

Required skills and experience

Must have	Nice to have
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

[Company name]

Reporting line and team

Field	Entry
Manager job title	**[Manager job title]**
Team size	
Manages (number of people)	
Works daily with	
Covers for during leave	

Terms and working arrangements

Field	Entry
Working hours	
Working days	
Office location	**[Work location]**
Remote days	
Contract type	**[Contract type]**
Salary band	**[Salary band]**
Notice period	
Annual leave days	
Benefits	
Closing date	**[Closing date]**
Hiring stages	

[Company name]

Completion checklist

✓	Check
	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	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**