**[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]

| Must have | Nice to have |
| --- | --- |
| | |
| | |
| | |

# [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]** |