

## JOB DESCRIPTION

Job title (*insert the name by which the job is usually known*):

.....

Department (*insert the section of the Company where the post holder will be working*):

.....

Responsible to (*insert the job title of the line manager of this post*):

.....

Responsible for (*insert the job titles of any staff to be supervised by the post holder*):

.....

[Salary range for the job (*insert the salary range or the starting salary for the role, making clear whether the figures are hourly, weekly or annual and, where the figures are weekly or annual, how many working hours per week they are based on*):

..... ]

Job purpose (*insert a brief description of the role that this position covers*):

.....

Main duties (*insert a list of the main job duties. List and number them in order of importance*):

.....

.....

.....

Additional duties (*insert a list of other duties that the post holder may be required to undertake from time to time*):

.....

.....

.....

Main responsibilities (*insert a list of the post holder's responsibilities, including any delegated authority they may have*):

.....

.....

.....

[This job may be suitable for flexible working.]

Prepared by (*insert the name and job title of the person who prepared the job description*):

.....

Date (*insert the date for future reference*):

.....

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

## PERSON SPECIFICATION

<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational attainments</b> General education equivalent to		
<b>Knowledge and experience</b> Knowledge of Understanding of Experience in		
<b>General intelligence</b> Tests General reasoning ability		
<b>Skills and special aptitudes</b> Mechanical Manual dexterity Skill with words Skill with numbers Ability to Artistic ability Musical ability		
<b>Interests</b> Intellectual Practical/constructional Physically active Community		
<b>Disposition and personal qualities</b> Reliability Stability Discretion and diplomacy Leadership Impartiality of judgment Self-reliance and self-motivation		
<b>Circumstances</b> Mobility Domicile		

Date: .....

Prepared by: .....