

JOB DESCRIPTION

JOB TITLE:

DEPARTMENT:

RESPONSIBLE TO:

RESPONSIBLE FOR:

DATE CREATED:

JOB SUMMARY:

[What is the job there to achieve?]

KEY CONTACTS:

[Detail the other jobs or teams that this job has to interact with in order to complete the responsibilities and tasks.]

DUTIES AND RESPONSIBILITIES:

*[Detail the main duties that the job is responsible for.
Detail the day-to-day, weekly or monthly tasks that you are required to carry out as part of the job.]*

NOTE

The tasks, responsibilities and contacts 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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Skills and experience		
Educational attainment		
Knowledge required		
Interests		
Personal qualities		
Circumstances		