**JOB DESCRIPTION TEMPLATE**

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| --- | --- |
| **Job Title:** |  |
| **Department & Grade:** |  |
| **Reporting To:** |  |
| **Key Working Relationships (internal and external):** |  |
| **Key Accountabilities:** |  |
| **Location:** |  |
| **Salary Range:** |  |

**The purpose of the job:**

* [summarise the main purpose(s) of the post and how it fits in with the wider aims of the organisation]

**Key duties and responsibilities:**

* [list and describe the duties associated with the post as fully as possible]
* Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities

**Key Objectives/Performance Standards**

* [list and describe the objectives/performance standards/success measures of the post]
* The above objectives/standards/measures may be amended or expanded in line with the needs of the business

Prepared by………………………….

Date………………………………….

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.