**Company Name and Logo**

# Job Description

**1. JOB DETAILS**

 **Title:**

 **Location:**

 **Responsible to:**

 **Hours per Week:**

 **Annual Salary:**

 **Contract: Permanent / Zero-hours / Fixed Term**

1. **JOB PURPOSE**

Insert a one paragraph summary of the main purpose of the job e.g.

*“Provide administrative support to the Information Services Manager, and as directed, to other areas of the Information Services Department”*

**3. MAIN DUTIES AND RESPONSIBILITIES**

2.1 Insert the main duties and responsibilities of the post here. For junior posts, you may wish to be fairly specific about what is required, however for management / senior technical posts, you should focus on outputs / key results areas / performance requirements.

2.2

2.9 To take reasonable care for the health and safety of self and others who may be affected by acts or omissions related to your work. Co-operate fully with the management of the Company with regard to any duty or requirement imposed on them by the relevant Health and Safety legislation to allow that duty or requirement to be carried out or complied with.

2.10 Any other reasonable duties and responsibilities considered appropriate by the management of the Company.

1. **QUALIFICATIONS AND / OR EXPERIENCE REQUIRED**

Insert the qualifications and experience you are looking for, and make it clear what is the absolute minimum required and what qualifications / experience is essential and which is merely desirable.

Approved By:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note:

These duties defined in this Job Description are not definitive and may be subject to future amendments following appropriate consultation.