Job description

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| **Job title** |  |
| **Salary** (annual or hourly rate) |  |
| **Status of role** (permanent, fixed term etc) |  |
| **Reporting to** |  |
| **Working alongside** |  |
| **Date of issue** |  |

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| --- | --- | --- |
| **Background to the post** | | |
| Say a little about the post here and how it has come about. If it is a time limited post due to budgets or grants received, outline this here. | | |
| **Overall purpose of post** | | |
| The overall purpose of this post is:  Try and sum up the overall purposes of the post in two or three bullet points here …  If you are able to apply an Occupational Requirement for this post you need to say why here…. | | |
|  | **Responsibilities & accountabilities** | **Nature and scope of role** |
| **1** | In these boxes try and group key tasks under specific elements of the role | e.g.: To take an active part in meetings; respond to calls and correspondence professionally and in a friendly and timely manner. |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **Generic responsibilities** | | |
| **7** | To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately | |
| **8** | Adhered to the PCCs data privacy and other GPDR policies | |
| **9** | To undertake as requested other duties as may reasonably be expected | |