

Job Description Template

Policy · UK · Updated 2026-07-11 · Square brackets are placeholders to replace with your own details.

A job description is the written definition of a role — its purpose, main responsibilities, reporting lines, and the skills and experience needed to do it — usually paired with a person specification that separates essential requirements from desirable ones.

The job description does more work than any other recruitment document: it drives the advert, structures the interview, anchors the offer, and later becomes the reference point for performance reviews, capability discussions, and redundancy selection pools. A vague one causes problems for years; a sharp one settles arguments before they start.

This template gives you a complete, ready-to-edit structure: role details, purpose, key responsibilities, a person specification split into essential and desirable, working conditions, and an equality check before sign-off.

Purpose and scope

This is the standard job description format used for every role at [Your company]. Complete one before any role is advertised, and review it whenever the role changes materially. The hiring manager drafts; [HR/senior role] approves before publication.

Role details

- Job title: [title — plain and searchable, not internal jargon].
- Department/team: [team].
- Reports to: [role].
- Direct reports: [roles or "none"].
- Location: [address / hybrid arrangement / field-based area].
- Hours: [number] per week, [pattern]. [State if flexible patterns are open to discussion.]
- Salary: [amount or band].
- Contract type: [permanent / fixed term to [date] / part-time].

Purpose of the role

[One or two sentences on why the role exists and what success looks like — e.g. "The [job title] keeps [operation/service] running safely and profitably day to day, and is the first point of contact for [customers/team]."] If you cannot state the purpose in two sentences, the role is not yet defined well enough to recruit for.]

Key responsibilities

- [Responsibility 1 — start with a verb, describe an outcome the role owns, e.g. "Open and close the premises following the opening and closing procedure."]
- [Responsibility 2 — e.g. "Deliver [service/product] to [standard], meeting [measure]."]
- [Responsibility 3 — e.g. "Supervise and support [team], including rotas, one-to-ones, and training records."]
- [Responsibility 4 — e.g. "Maintain compliance with [Your company] health and safety, food safety, and data protection procedures."]
- [Responsibilities 5–8 — keep the list to the eight or so things the role is truly accountable for, not a task inventory.]
- Carry out other reasonable duties consistent with the role as requested by [role].

Person specification

Essential — candidates must demonstrate all of these to be shortlisted: [qualification or registration genuinely required by law or the work]; [experience described by capability, e.g. "experience running a shift team in a customer-facing environment", not arbitrary year counts]; [skills, e.g. "can use [systems] or learn them quickly"]; [behaviours, e.g. "communicates clearly with customers and colleagues"].

Desirable — strengthen an application but are not required: [additional qualification]; [sector experience]; [extra skill]. Keep this list short; every desirable criterion quietly narrows your candidate pool.

Working conditions and requirements

- [Physical or environmental factors stated factually, e.g. "the role involves lifting stock deliveries with manual handling training provided" — describe the task, and note that adjustments will be considered.]
- [Checks the role legally requires, e.g. DBS check level, driving licence for driving roles — only where genuinely required.]
- [Working pattern realities: evenings, weekends, on-call, travel between sites.]

Equality and reasonable adjustments

[Your company] recruits on merit against this specification. Every essential criterion has been checked as genuinely necessary for the role, and wording has been reviewed for requirements that could indirectly disadvantage any group. Reasonable adjustments are available throughout recruitment — candidates should contact [name/contact] to arrange them.

Approval, use and review

Drafted by [hiring manager], approved by [HR/senior role] on [date]. This description is used for advertising, shortlisting, interviews, and later for reviews and any selection exercises, so it must reflect the real role. Review at each recruitment round and whenever duties change materially. Next review due: [date].

How to use this template

1. Write the purpose section first — if it takes more than two sentences, split or rethink the role before recruiting.
2. Cut the responsibility list to what the role is accountable for; save task-level detail for SOPs and training plans.
3. Challenge every essential criterion: would a strong performer you already employ pass it? If not, move it to desirable or delete it.
4. Replace years-of-experience requirements with the capability the years were standing in for.
5. Have someone outside the team read it for jargon and for wording that could indirectly exclude protected groups.
6. Version and date the document — the copy used at interview is the one that matters in any later dispute.

Official guidance

- › [GOV.UK — Employment contracts and conditions](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/job-description-template> is kept current; this file is a snapshot.