**EXERCISE: Write a job description and person specification**

Write a job description and person specification for a position you want to fill in your business.

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| **JOB DESCRIPTION** |
| **Job title** |
| Main purpose of job: |
| Key tasks / main duties / key results areas |
| Responsible for: |
| Reporting to: |

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | | |
| **Company name:** | | |
| **Job title:** | | |
| Qualifications |  |  |
| Attainments / Competencies |  |  |
| Previous experience |  |  |
| Experience required |  |  |
| Special aptitudes: |  |  |
| Physical abilities, circumstances: |  |  |