

EMPLOYING YOUR NEW STARTER

Guide 2.3: Job Description

When you're ready to take someone on, it's a good idea to write down exactly what they will be doing. This is called a 'Job Description'. Ideally you should write this before you advertise your vacancy as it will help you to find the right person for the role.

Often included with a job description is a 'Person Specification'. While a job description provides a list of the duties, responsibilities, and functions of a particular job, a 'Person Specification' lists the recommended qualities that are ideally required for someone to qualify for and succeed in the role. These can be formal qualifications or certificates, education, experience, certain behaviours and skills. These are usually indicated as either 'essential' or 'preferred'.

What to Include in a Job Description

A Job Description normally has three parts:

Job Title

This is whatever you call the job they'll be doing. Make sure you use the same wording you used in the advert, interview, offer letter and contract.

Role Purpose

Why are you taking someone on? For example: To make sure the kitchen is clean and tidy at the end of each service.

Responsibilities & Duties

What exactly are they going to do? This would normally be a list of tasks. For example:

- Wash, dry and put away all crockery, cutlery and kitchen tools
- Mop the floor
- Put tablecloths into the washing machine

You should give your New Starter a copy of their job description when you give them their contract.

Job Description – Top Tip

Keep it simple. Include enough detail so the job holder knows what they will be doing but not so detailed that you have no flexibility to make minor changes to the job which may be needed. You need to keep this flexible to meet the changing needs of your business.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.