Worked example - a fictional role and company. Replace every detail with your own.

Job description and person specification

Office Administrator - Example Services Ltd

Role summary

Job title	Office Administrator	**Organisation**	Example Services Ltd
Department	Operations	**Reports to**	Operations Manager
Location	Anytown AB1 2CD	**Hours**	30 hours, Mon - Fri
Salary	£26,500 pro rata	**Contract**	Permanent

Purpose of the role
To keep the office running smoothly by providing administrative, diary and reception support to the Operations team.

Key responsibilities

Area	What the role involves
Admin	Manage the shared inbox, post and filing. Prepare documents and spreadsheets.
Diaries	Book meetings, travel and rooms for the team.
Reception	Welcome visitors and answer the main phone line.
Orders	Raise purchase orders and check supplier invoices against deliveries.

Person specification

Criteria	Essential	Desirable
Experience	Experience of office or admin work	Experience of purchase ordering
Skills	Word, Excel and email; accurate typing	Experience of a booking system
Qualifications	GCSE English and maths (or equivalent)	Business admin certificate
Personal qualities	Organised, reliable, friendly manner	Able to work flexibly at busy times

Working conditions

Working pattern	Office based; one day from home after probation
Travel	Occasional trips to a second site
Other notes	Step-free access to the building

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How to use this template

Use this fuller layout when you want a job description and a person specification on one document. It works well as the basis for an advert, a shortlist and an interview scoring sheet.

1. **Fill in the role summary.** Include the pay or pay range where you can, as candidates look for it first.
2. **Describe the purpose in a sentence or two.** If you cannot, the role may not be clear yet.
3. **Group duties into areas.** Three to six areas are easier to read than a long list.
4. **Split essential from desirable.** Essential means someone cannot do the job without it.
5. **Review it regularly.** Update it when the role changes.

This template organises information only. For guidance on recruitment and employment contracts, see GOV.UK and ACAS.