



Job description guidance sheet



A job description explains what you need to do and details any qualifications, experience and skills required to do the job properly. Below are examples of the types of things to think about when writing one.

Job title: Name of the role, for example, children's nurse

Roles and responsibilities

What will they have to do?

- Main tasks and responsibilities
- Other specific duties on a day-to-day basis
- Does work vary by day?
- Level of responsibility

Who will they report to and work with?

- Managers
- Co-workers
- Team members
- Relationships with other positions

Where will they work?

- In the grounds
- In the community
- In a hospital
- In an ambulance
- In a surgery or clinic
- In a patient's own home

Qualifications, experience and skills

What qualifications do they need?

- Good basic GCSEs or equivalent
- AS/A levels or equivalent
- Higher education qualification such as a diploma or degree
- Professional qualification linked to career choice

What experience would be helpful or is required?

- Working with children or young people
- Working with computers
- Working in a caring environment
- Experience of working outdoors and maintaining hospital grounds
- Experience of working in a busy kitchen
- Experience of managing a team

What skills are important for the role?

- Logic
- Problem-solving
- Communication
- Team player
- Work well under pressure
- Adaptable
- Caring
- People person
- Able to handle many tasks at once
- Good bedside manner
- Manual skills

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