**Job Advertisement Template – Best Practice Example**

| **Job Title** *(Consider the job title that candidates will search for and what impact you want the job title to have).* |
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| *Example – Receptionist* |

| **Application deadline and interview dates** *(Consider how long you are going to leave the job application open and when your interview date range might be).* |
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| *Example – Application deadline in 12pm 12/11/21**Interviews will take place between 19/11/21 and 24/11/21* |

| **Location** *(Consider if travel will be required, whether the position can be remote, and if relocation will be an option).* |
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| *Example – Sheffield, UK. Travel will be required as work will be mainly undertaken at our in-person reception desk. However, there are options to operate the reception desk remotely from home, arrangements will be made upon receiving the position. As we have one office there are currently no options to relocate, however, if opportunities arise, we will be open to staff relocating at their convenience.* |

| **Salary** (*Be clear how much the role plays. If you are vague, or use terms like ‘competitive’, you will discourage applicants).* |
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| *Example – £9.50 p/h* |

| **Employment Type** *(Consider the type of employment contract you are offering [i.e.: full-time, part-time, job share, contract, intern]. Consider what ways you could flexibility here. For example, a job share doesn’t have to be based on a standard 40-hour full-time split - it could be shared over 60 hours).* |
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| *Example – Job share; split over 45 hours. We will require this position to fulfil at least 20 hours of the role.* |

| **Company Overview** *(Describe your business, this can include your mission, vision or purpose).* |
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| *Example – Banana Co. are a consultancy who specialise in providing reliable and affordable commercial advice to small and medium businesses. Our mission is to provide businesses with the commercial tools to enhance their services.* *We pride ourselves on our inclusive workplace practices to ensure all our employees gain access to equal opportunities. We know that there is a lot of work to be done to ensure workspaces are more equal, diverse, and inclusion, however, we are making great steps to becoming more effective in this field. Our EDI taskforce meets every month to review our progress and hear important feedback from our employees.* *We believe in flexibility and convenience to ensure our employees can perform to the best of their capabilities whether they are working from the office or remotely from home. Our core values are embedded within our company culture, we come to work to: ‘Be Together’, ‘Innovate Together’, and ‘Achieve Together’. No one gets left behind at Banana Co.; we are one large family who do everything ‘together’.* |

| **Employee Benefits** *(If you offer any inclusive benefits (e.g., childcare subsidies, health insurance, or parental leave) to your employees, it would be smart to mention these in your job descriptions too. It demonstrates how invested your business is in your employees and may attract candidates to the vacancy).* |
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| *Example – At Banana Co. we offer all our employees:** *A reduced gym membership.*
* *Childcare subsidies.*
* *Up to 25 days holiday.*
* *Flexible working shifts.*
* *Pension & private healthcare.*
* *Regular spot prizes.*
* *Free fruit daily.*
* *End of term parties and award.*
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| **Job Description** |
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| **Role and Responsibilities** *(Be clear exactly what is expected of the candidate. This will help you, and prospective candidates understand what you are looking for and assess whether there are aspects of the role which could be adapted to make it more accessible).* |
| *Example – As the first point of contact you will be meeting and greeting all visitors whether they are clients, contractors, or employees. As the public face of the company, it is important to be a warm, friendly, and welcoming person who is enthusiastic and approachable. Being able to provide exceptional customer service is fundamental to this position. All necessary training will be given. We take pride in our employees and your personal development is vital to us.**Specific duties include:** *Provide general administrative support both remotely and within the office and work as a key part of the Administration Team.*
* *Maintain office security by following safety procedures and controlling access via the reception desk (issuing visitor check-in badges).*
* *Answer and direct calls where appropriate.*
* *Order and maintain appropriate stationary, first-aid, and kitchen supplies stock levels.*
* *Ensure the front office environment is maintained to a high standard, reflecting the company’s image.*
* *Supervise the company’s reception inbox, and office deliveries.*
* *Be the nominated First Aider for the office (training will be provided).*
* *Work in accordance with the company’s policies.*
* *Carry out ad-hoc duties when required.*

*When working remotely from home some of these duties may not be possible to carry out and that is accepted and understood, however, once in the office these responsibilities are expecting to be carried out to great standard.* |
| **Qualifications and Experience** *(List only the minimum qualifications and job experience requirements. To achieve a wider appeal to prospective applicants, it is best to only list criteria that are considered a minimum requirement for the role).* |
| *Example – Having experience as a receptionist, Front of House, or in a similar role in a busy office and customer service experience will be an advantage. Competency in MS Office, including Word and Excel is required.* |
| **Skills Required** *(Avoid using technical language or jargon).* |
| *Example –* * *Excellent written and verbal communication skills*
* *Great interpersonal skills*
* *Ability to be resourceful and proactive when issues arise*
* *Knowledge of office systems and procedures*
* *Working knowledge of office equipment*
* *Attention to detail*
* *Organisation skills with the ability to prioritize and multi-task*
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| **Application and Assessment** *(Detail here what candidates need to do to apply. If you do use application forms, it is important to use clear and simple language that has a meaningful impact, to enable candidates to feel understood and welcomed.**By acknowledging that your candidates might have a disability and welcoming the opportunity to make necessary arrangements for them, reflects that your business is inclusive and willing to cater for the disabled community. Thereby, instilling confidence in candidates who have disabilities, knowing they will be applying to be part of a business that will value them).* |
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| *Example – To apply to join the Banana Co family and be our next receptionist, please fill out our accessible application* [*form*](http://form) *and enclose both your CV and form to* [*hello@bananaco.com*](http://hello@bananaco.com)*.* *If your application has been shortlisted, we will contact you for an interview, where you will meet some of our recruitment team. These interviews can take place both remotely and, in the office, and we will ensure to make any necessary accessibility arrangements that any candidate requires.* *We believe in providing equal opportunities and diversifying our workforce to be a true reflection of society. We welcome candidates from a diverse range of backgrounds and cultures. Everyone who either applies to or works for the company is treated equally, regardless of their gender, age, ethnic origin, nationality, marital status, sexual orientation or religious beliefs.* |