

**THE POST**

**College/Service:**

**Post:**

**Reference No:** **HR to complete**

**Grade:**

**Reporting To:**

**Responsible For:**

The above full-time/part-time/permanent post is available from DATE to DATE immediately in the College or Service.

# Job Description

**Main purpose of the job:**

Insert a summary paragraph about the main purpose of the role.

**Main duties and accountabilities:**

List the main duties and responsibilities here.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post**-**holder may be required to undertake other duties of similar level and responsibility.

# Person Specification

|  |  |  |
| --- | --- | --- |
| **Competency** | **Essential** | **Desirable** |
| Attainments/Qualifications |  |  |
| Skills and Understanding |  |  |
| Prior Experience |  |  |
| Behavioural Characteristics |  |  |
| Circumstances |  |  |

# Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting insert contact name, job title, telephone (01392/01326 insert number) or email email address@exeter.ac.uk.