**PLACE LOGO HERE**

**Formal Job Title** (20 Hours)

Company Name

Job purpose / Summary: A couple of sentences detailing the main purpose of the role and its primary duties and responsibilities, as well as the type of candidate you’re looking for.

## [Main Duties / Main Responsibilities / What You’ll Do / The Role / Responsibilities and Duties]

* Responsibility 1
* Responsibility 2

## [Requirements / The Successful Candidate Will / What We’re Looking For / Our Ideal Candidate / The Person / Must Haves]

* Essential Criteria 1
* Essential Criteria 2…

## [Bonus points for / Desired Skills / Other Skills]

* Bonus Skill…

## [Benefits / What You’ll Get / The Rewards / What Do we Offer?]

* Wage / Salary
* Annual leave allowance
* Pension Scheme
* Other Discounts, Benefits, Perks

## About [Company Name]

A couple of sentences explaining the history of your company and its current goals/values  
and recent achievements