**TEMPLATE – JOB AD**

[Insert Business Name / Logo]

**We are hiring for a [insert job title]!**

[Introduce your business]

[Detail the job location and working hours]

[List the responsibilities and duties of the job]

[List the skills and experience required]

[Detail pay and benefits]

[Give information on how to apply]

**Introduce your business.**

Open with a strong attention-grabbing summary!

Include:

* The name of your business.
* The nature of your business.
* What it is like to work in your business.
* Why anyone reading this ad should apply for this role.

**Detail the job location and working hours.**

Include:

* Exactly where the job is based.
* The hours of work that will be offered/expected.
* Do you offer any flexibility?

**List the responsibilities and duties of the job.**

Include:

* The day-to-day activities.
* What a typical day or shift looks like.
* Who the role reports to.
* Who the role works with.

**List the skills and experience required.**

Include:

* Previous job experience required.
* Qualifications/technical skills.
* A concise list.

**Detail pay and benefits.**

Include:

* Hourly rate/salary.
* List all of the benefits you offer, for example:
	+ [X days holiday per year]
	+ [X employers pension contribution]
	+ [Flexible working]
	+ [Employee assistance programme]
	+ [Mental Health First Aiders]
	+ [Private Medical Insurance with X for you and your dependents]
	+ [Income Protection]
	+ [Life Assurance and Personal Accident Insurance]
	+ [Company sick pay]
	+ [Medical leave]
	+ [Occupational healthcare Service]
* [2 days paid leave for volunteering each year]
* [Share Incentive Plan]
* [Leave Purchase Scheme]
* [Cycle to Work scheme]
* [Car Salary Exchange Scheme]
* [Give as You Earn]
* [Employee discount scheme]
* [Free Parking Onsite]
* [Free meals whilst on shift]
* [Transport home]
* [Externally accredited training and development opportunities]
* [Long service awards]
* [Learning & development programmes]
* [Enhanced maternity pay]
* [Enhanced paternity pay]
* [Bereavement leave]
* [Team events scheduled throughout the year]

**Give information on how to apply.**

Include:

* Details of how to apply.
* Closing date for applications.