

Job description examples

Job title: Children's nurse

Location: Healthytown Children's Hospital NHS Trust

Roles and responsibilities

- Care for children of all ages on the hospital ward, who may be recovering from operations or staying in hospital to receive treatment
- Monitor patients' progress and administer treatment after discussion with the wider medical team, including doctors and other healthcare professionals
- Communicate with the patient and their parents or carers about their treatment and condition
- Prepare patients and their parents or carers for leaving hospital and advise them on any future treatment needed.

Knowledge, skills and experience

- Five GCSEs (or equivalent) at grade A-C, preferably including English and science, plus
- A levels (or equivalent), plus
- An approved diploma of higher education or degree in children's/paediatric nursing
- Professional registration with the Nursing and Midwifery Council
- Experience of working with children or young people (not necessarily in a hospital setting)
- Willing to work shifts and unsociable hours
- Good communicator and good at picking up verbal and non-verbal clues about how children are feeling
- Calm in a crisis and good at handling people (including parents and carers) in distress
- Able to work as part of a team.

Please note that these are examples only and each job description is not an exhaustive list of requirements.

Job description examples

Job title: IT support officer

Location: Well-beington NHS Foundation Trust

Roles and responsibilities

- Work in the trust's IT department making sure that all IT systems run smoothly
- Assist with the installation of new computer programmes and systems
- Respond to staff who have issues with their computers, via phone and email, and fix problems as they arise.

Knowledge, skills and experience

- A good all-round education including GCSEs (or equivalent), including in ICT
- You may also have A levels and a degree in computer science or ICT, but these are not essential
- A strong understanding of IT, including the practical mechanics of computers
- Experience of working with computers
- Good communicator, enjoy solving problems and helping others
- Able to work as part of a team.

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Job description examples

Job title: Speech and language therapist

Location: Healthytown Community Healthcare NHS Trust

Roles and responsibilities

- Work in patients' homes and in local health centres helping people to overcome a wide variety of speech and language difficulties, including children and people who have had strokes
- Teach patients and their carers exercises to improve their speech and encourage them to practise at home
- Monitor patients' progress and decide on the best course of action as their condition improves.

Knowledge, skills and experience

- Five GCSEs (or equivalent) grade A-C, plus
- Three A levels (or equivalent), plus
- A degree or postgraduate qualification that is accredited by the Royal College of Speech and Language Therapists and professional registration with the Health Professions Council
- Experience in a caring environment, not necessarily in a healthcare setting
- Good communicator, as well as being patient, caring and kind
- Interested in science, especially human biology, with a keen interest in how the human body and mind work
- Able to work as part of a team, as well as using your own initiative when working on your own.

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Job description examples

Job title: Communications executive

Location: Well-beington NHS Foundation Trust

Roles and responsibilities

- Work in the hospital's communications department, promoting good news from the hospital to the local media and responding to questions from journalists
- Write press releases and articles about the hospital
- Assist with TV crews that may wish to film in the hospital, accompanying them around the hospital
- Help to write a staff magazine, which includes stories about staff helping patients, new developments in the trust and information from senior management to be shared with staff

Knowledge, skills and experience

- At least five GCSEs (or equivalent) at grade A-C, plus at least two A levels (or equivalent)
- Relevant degree, for example in communications studies, or equivalent experience
- A professional qualification in a related area is desirable, for example public relations or marketing
- Some experience of working in a communications environment, for example on a student newspaper
- Good communicator and able to persuade and influence others
- Able to handle many tasks at once, stay calm under pressure and very resilient
- Able to work as part of a team.

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