**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| --- | --- |
| **Job title:** | Personal Assistant  |
| **Location:** |  |
| **Who to report to:** |  |
| **Summary of Role** |
|  |
| **Typical tasks** |
| **Domestic tasks:** |
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| **Personal care tasks:** |
|  |
| **Social tasks:** |
|  |
| **Other tasks:** |
|  |
| **Person specification** (The successful applicant will…) |
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