**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:** | |
|  | |
| **Personal care tasks:** | |
|  | |
| **Social tasks:** | |
|  | |
| **Other tasks:** | |
|  | |
| **Person specification** (The successful applicant will…) | |
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