

PERSONAL ASSISTANT PERSON SPEC

Below is a list of essential and desirable skills and attributes required to be considered for this role. Please make it clear in your application where you feel you meet each point. Of course, this can be a role that requires a close relationship, so don't forget to portray your personality too! It is our goal that the successful candidate will never feel like an outsider - chats are always welcome! Our PAs become an extension of our household and should always feel comfortable in our home - and vice versa.

- Good communication skills
- Hardworking
- Adaptable personality – ability to portray different levels of professionalism (e.g. can work in the home as well as more formal settings)
- Flexible in attitude and delivery
- Good sense of humour
- Trustworthy
- Good attention to detail
- Willingness to learn
- Ability to work as part of a team
- Able to work alone and use your initiative
- Non-judgemental, positive & inclusive approach to work
- Ability to cook
- Ability to complete all tasks and do so in an efficient manner
- Ability to drive with access to own transport (essential)
- Can perform minor DIY tasks
- Willingness to deliver personal care if necessary