



Person Specification For PA to managing Director and Senior Management Team

Essential Qualifications

- Educated to A-Level standard or equivalent.
 - Professional administration or business support qualification, or equivalent experience.
-

Essential Knowledge and Experience

- Significant experience providing support at Director level.
- Experience managing complex diaries and competing priorities.
- Experience organising and minuting senior-level meetings.
- Experience preparing professional reports, presentations, and correspondence.
- Excellent working knowledge of Microsoft 365 including Outlook, Word, Excel, PowerPoint, Teams, and SharePoint, as well as adapting to use other software packages used routinely by the company.
- Ability to make use Artificial Intelligence (AI) whilst understanding limitations of such technology.
- Experience handling confidential and sensitive information.
- Strong administrative and organisational skills.

Desirable

- Experience within health and social care.
 - Experience supporting Directors, Board Members, or Senior Leadership Teams.
 - Understanding of CQC regulations and adult social care governance.
 - Experience within a multi-site organisation.
-

Skills and Abilities

Essential

- Exceptional organisational skills with meticulous attention to detail.
- Ability to prioritise a demanding workload and work independently.
- Strong written and verbal communication skills.
- Excellent interpersonal and relationship-building skills.

- Ability to exercise discretion and maintain confidentiality.
- Strong analytical and problem-solving capability.
- Ability to produce accurate minutes, reports, and documentation.
- Ability to manage multiple deadlines simultaneously.
- Confident in dealing with people at all levels of the organisation.

Desirable

- Project coordination experience.
 - Experience using digital document management systems.
 - Knowledge of quality assurance and compliance processes.
-

Personal Attributes

The successful candidate will demonstrate:

- Professionalism and integrity.
 - Calmness under pressure.
 - Initiative and proactive thinking.
 - Strong work ethic and reliability.
 - Flexibility and adaptability.
 - A collaborative and supportive approach.
 - Commitment to the values of adult social care.
 - Empathy and respect for people with learning disabilities and those who support them.
-

Special Requirements

- Enhanced DBS Check.
 - Eligibility to work in the UK.
 - Willingness to travel occasionally between service locations and attend off-site meetings.
 - Commitment to safeguarding vulnerable adults.
 - Commitment to equality, diversity, inclusion, and person-centred practice.
-

Organisation Context

The organisation employs approximately **130 colleagues** across multiple services supporting **adults with learning disabilities** to live fulfilling, safe, and independent lives. The PA to the Managing Director plays a critical role in ensuring the effective leadership, governance, and operational coordination of the organisation.