



Trust Headquarters
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14th November 2025
Internal Ref: 251033
Email:

Dear

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

FOI Request

You asked us:

I am currently doing a piece of work around what administrative support is available for front line ambulance services. To assist my endeavours, please can you send me any job descriptions and person specifications for administration, secretarial and PA roles supporting your front line operations and Control Centres.

Formal Response

Following the request through the FOI process, I can confirm that the trust holds the information requested as follows.

Please find attached copies of the current job descriptions and person specifications for our administration, secretarial, and personal assistant (PA) roles that provide direct or indirect support to our operational teams. These documents outline the key duties, responsibilities, and essential skills associated with each role, as well as the qualifications and experience we typically look for in postholders.

We hope that the attached materials will assist you in developing a comprehensive understanding of the range and scope of administrative support functions within the ambulance service.



Next steps

Please note you will be able to source a lot of information which is made available on our website.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: FOI@secamb.nhs.uk

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer.

We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the [Information Commissioner's Office](#) (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints.

Alternatively, the ICO's postal address is:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust



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