

# Job description

## Job details

### Position

**Female Personal Assistant**

### Job reference:

**AS02/09/KE**

### Hours

10 hours per week, used as follows;

Mondays and Tuesdays – 4.00pm to 8.00pm

Wednesdays – 4.00 pm to 6.00pm

Also to provide holiday and sickness cover for the other Personal Assistant.

### Rate

£10.00 per hour

### Area

Northampton (NN3 Area)

## About the employer

The employer is a 28 year old lady living in her family home in Northampton, who is looking for a female personal assistant to support and enable her to enjoy her pastimes and leisure activities.

## Main Duties

- To accompany and enable the Employer to access the community – i.e. bowling, shopping, cinema etc.
- To provide personal care as and when required
- Occasionally you may be asked to prepare a meal for the Employer, and clean and tidy the kitchen afterwards, as necessary.
- The employer adores going to the swimming pool. Therefore being a confident swimmer is essential. You will be required to support the Employer in the pool and to assist her in changing, both before and afterwards
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

**Please note;** You must be a car owner/driver to be considered for this role. You must also be able to swim.

## Additional employment information

The successful applicant will be friendly, able to give empathetic support, but also able to take instruction.

Must be flexible, trustworthy and active with a good sense of humour.

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County council is **not** the employer.