

Job description

Job details

Position

Personal Assistant

Job reference:

AW06/20/UL

Hours

5 hours per week worked over Monday- Friday; initially 1 hour teatime 5 x the first week then 2 hours teatime twice a week and 1 hour teatime once a week for next three weeks; after that 2.5 hours twice a week in the mornings

Rate

£9.50

Area

Northampton (NN1 Area)

About the employer

The employer is a lady living in her family home in Northampton who has myalgic encephalomyelitis/ chronic fatigue syndrome (ME/CFS). Due to her condition she gets exhausted very quickly.

A personal assistant is sought to help the Lady to do batch cooking of her meals from scratch after initial month.

Main Duties

- To help the employer with making meals from scratch.
- Cleaning and tidying the kitchen afterwards, as necessary.
- To help the employer with folding up and lifting a mobility scooter
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

Additional employment information

The role requires close personal contact with an individual who is vulnerable to the risk of infection and disease transmission. Preference may be given to applicants who have been fully vaccinated against Covid-19. Careful consideration will be given to applicants who can show the vaccination is not suitable for them on reasonable grounds.

Please note this role is subject to satisfactory disclosure from DBS checks.

The successful applicant will be punctual, friendly, patient and have understanding of both physical and emotional needs. Must be flexible, trustworthy and with a good sense of humour.

Preferably with a full, clean driving licence and owner of a car.

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

