

# Job description

## Job details

### Position

Personal Assistant

### Job reference:

BA09/16/DR

### Hours

20 hours per week worked over 5 days.

Monday – Friday 8.00am – 10.00am and then from 3.15pm – 5.15pm.

### Rate

£9.50 per hour

### Area

Northampton (NN4 Area)

## About the employer

The employer is a lady living at home with her 6 children. The employer has various health conditions such as; lung problems, arthritis, diabetes (tablet controlled) and allergies. The employer uses oxygen and has a nebuliser which she self manages.

A Personal Assistant is sought to help support with not only the employers needs but with the children - to relieve the caring pressure from her two eldest daughters. To support with the school run for the children AM/PM. The Personal Assistant must be DBS checked to work with children.

## Main Duties

- To support with the children's school run AM/PM.
- To support with breakfast, dinner and dressing.
- To support with helping the children get ready for their extra classes after dinner.
- To support with hovering and other household duties.

- To support with preparing meals for the employer and her children.
- 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 Personal Assistant will be DBS checked and will be supporting the employer with her 6 children aged between 2 and 14 years.

The role will include picking up and taking the children to their schools in the morning and then picking the children back up from school and taking them home. The 2 younger children who are 2 and 3 years will need support with getting their breakfasts and getting them dressed.

The Personal Assistant will also support with getting dinner for the children and help the older children get ready for their extra classes from 5.00pm – 6.00pm. The personal Assistant will need to be a car driver and will look to be insured on the family's 7 seater. (All of the support needed will be discussed further at interview. The employer would like the Personal Assistant to come in and to get to know the family before they start their Personal Assistant role).

The successful applicant will be friendly, able to give empathetic support, while respecting the employer's independence but also able to take instruction.

Must be flexible and trustworthy.

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