

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**DQ06/06/JH**

### Hours

11/12 hours per week worked in conjunction with another PA covering sickness and annual leave when necessary.

Worked over 2/3 weekdays, between the core hours of 9.30 am & 2.30 pm, with flexibility. Occasional weekend working.

### Rate

£8.72 per hour (paid 4 weekly)

### Area

Corby (NN17 Area)

### About the employer

I am a gentleman who requires support with day to day living in my own home and outside.

A personal assistant is sought who should be flexible around my daily needs and able to do things under their own initiative while also happy to take instruction.

### Main Duties

- Support with shopping and out-patient appointments when needed. For this a driver with the use of a reliable car is essential, for which mileage expenses will be paid.
- Prepare and cook meals (breakfast, lunch and evening meal) when required.
- Cleaning and tidying the kitchen afterwards, as necessary.
- General cleaning throughout the home, to include: cleaning, vacuuming, polishing, dusting, mopping, washing up & laundry. The employer has an automatic, front loading washing machine.
- 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 successful applicant will be friendly, able to give empathetic support, while respecting the employer's independence but also able to take instruction.

Some personal care is involved.

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.