

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**HD03/20/JH**

### Hours

29 hours per week.

These hours are to be worked Monday to Friday during the daytime.

Occasional weekend working may be required.

Times are flexible with a starting time between 8.00 am and 10.00 am depending on the employer's needs. This will be discussed at interview.

### Rate

£8.72 per hour

### Area

Kettering (NN15 Area)

## About the employer

The employer is a wheelchair user living in her own home. A personal assistant is sought to help her with daily living tasks in her home and occasional support outside of her home.

## Main Duties

- Limited personal care required, mainly helping the employer to dress in the morning.
- Helping to dry and style the employer's hair.
- Vacuuming, dusting and cleaning of all rooms as required.
- Checking bathroom and kitchen for cleanliness and cleaning if needed.
- Changing bed linen and/or making beds as needed.
- Assistance with the preparation of meals and cleaning up, plus tidying of the kitchen afterwards.
- Accompany and assist with trips to local shops and on social outings. For this the applicant must be a driver with use of a safe, reliable car.

- 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

Over-riding concerns in performing all duties is that high levels of cleanliness are maintained within the employer's home due to her auto-immune disorder.

With regard to this and the prevalent CV-19 situation, all applicants need to be vigilant, aware of and strictly observe shielding protocols around the employer's home and elsewhere.

The successful applicant will be friendly, reliable and able to act on her own initiative while happy to take instruction.

Ideal applicants will have some understanding and possible experience of supporting someone with trauma and mental health issues. They will be unconcerned at swearing being common usage by the employer – this will never be directed at the PA.

Also an understanding of geek culture within the disabled community would be an ideal quality.

This position is subject to an enhanced disclosure, the cost of which will be met by the employer.

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.