

Job description

Job details

Position

Personal Assistant

Job reference:

HR05/20/UL

Hours

13 Hours per week worked over afternoons and evenings: days and times are very flexible and can be discussed at interview.

Rate

£8.72 per hour

Area

Long Buckby (NN6 Area)

About the employer

The employer is a young mother living in her family home in Long Buckby.

A personal assistant is sought to support her continued independent life enabling her to maintain her home, safe and clean for herself and her children.

Main Duties

- To support with light domestic tasks such as changing beds, laundry and tidying up.
- Cleaning and tidying the kitchen if necessary.
- Accompanying the employer and her children on local shopping trips and outings, helping with socialising.
- Supporting the employer with meal preparation and cleaning after the evening meal.
- To prompt the employer with medication taking.
- 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.

A can-do attitude and aptitude to assist the employer and her children with socialising are needed with a willingness to help her explore new activities, joining in when appropriate.

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

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

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.