

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**IW05/22/JH**

### Hours

4 Hours per week worked over 2 days, weekday afternoon or early evenings.  
Some flexibility required as hours may be varied according to the employer's needs, with notice given.

### Rate

£9.50 per hour

### Area

Oundle (PE8 Area)

## About the employer

The employer is a mother with a disabled son living in the family home.  
A personal assistant is sought to help her with household and caring duties to give her some respite as her son's main carer.

## Main Duties

- To assist the employer in the preparation and supervision of her son at mealtimes and with drinks.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Helping with changing of his clothes and washing as necessary.
- Support with getting him ready for bed and personal care routines.
- Other housekeeping tasks as requested.
- 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 family in their home..

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. The Council is **not** the employer.