

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**JB08/10/JH**

### Hours

10 hours per week typically worked over two weekdays. Which may be variable and can be discussed at interview.

### Rate

£10.00 per hour

### Area

Kings Cliffe, Peterborough PE8 area

## About the employer

The employer is a young man with mild learning difficulties needing support to attend out-patient appointments and with his leisure time activities.

## Main Duties

- Accompany the employer when attending out-patient appointments.
- Leisure time drives out on shopping trips, to coffee bars & other social venues, ensuring the employer's safety & enjoyment at all times.
- There is no personal care involved.
- 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 reliable and trustworthy, with the use of a car.

A cheerful disposition whilst being responsible and happy to provide companionship & friendly conversation while supervising & ensuring the employer's safety,

A car driver and owner is essential. Mileage expenses will be paid (excluding the commute).

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