

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**JN08/18/JH**

### Hours

8 Hours per week worked over 2 weekdays, 10.00 am to 2.00 pm.  
Some flexibility as hours may be varied according to the employer's needs with notice given.

### Rate

£9.50 per hour

### Area

Corby (NN17 Area)

## About the employer

The employer is a mother with a young family living in her own home. The employer has a variable condition giving her good and bad days, so needs flexible support with daily living tasks to enable her to achieve her role as a mother and home maker.

## Duties will vary but can include:

- Help the employer prepare and /or heat up prepared meals as required /requested.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Supporting with the employer's attendance of occasional, local outpatient appointments – a driver with use of a car is preferable for this.
- General cleaning duties throughout the house, to include:  
Cleaning, vacuuming, polishing, dusting, mopping, washing up and laundry.
- 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 start date for this position is 17<sup>th</sup> August.

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 with her varied interests 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.

Employment is subject to successful interview, references follow-up and an enhanced DBS check. The cost of this is met by the employer.

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