

Job description

Job details

Position

Personal Assistant

Job reference:

KC01/21/CW

Hours

26 per week split over 7 days

2 hours 7.30am to 9.30am

30 minutes 1pm to 1.30pm

1 hour 6pm to 7pm

Remaining 2 hours to be used flexibly

Hours can be split between 2 PA's therefore please indicate any preference on hours on your application.

Rate

£9.50 per hour for employed PA under PAYE

£10.76 per hour for self-employed PA's (evidence of self-employment and Liability Insurance will be required)

Area

Oundle

About the employer

The employer is an independent woman living in her family home with her teenage daughter and her Therapy Dog. Following a serious road traffic collision, it has left the employer with right sided weakness.

A personal assistant is sought to support her continued independent life.

Main Duties

- To support each morning with Personal care, getting up, washing/showering and dressing, preparing breakfast if required. Support with transfers if required.
- Supporting with daily exercises, and putting splints on, training will be given.
- To support the employer with placing the harness on the dog, getting over the threshold and transfer to Scooter, so she is able to walk the dog.

- To assist the employer in the preparation and cooking of a hot evening meal for her and her daughter.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Supporting with the employer's social inclusion, shopping, trips out etc.
- Support with general household tasks, i.e. sweeping the floors, cleaning the bathroom, laundry, changing the bedding etc.
- Supporting as required with paperwork, filing etc.
- Supporting with receipt of on-line shopping and packing away.
- On occasion you may be asked to feed the dog and let him out to the garden.
- 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.

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

Must like dogs.

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