

Job description

Job details

Position

Personal Assistant

Job reference:

KS09/14/JH

Hours

2 Hours per week on a Saturday, daytime.

Rate

£8.72 per hour

Area

Wellingborough (NN8 area).

About the employer

The employer is a mother in her 30s living apart from her young son.

An empathetic personal assistant with good parenting skills is sought to support with her weekly access outings with him.

Main Duties

- To collect the employer from her home and accompany her to her son's home where he lives with his father.
- Accompany the employer and her son on local outings for the 2 hours access and returning her son to his home at the end.
- These outings will include local shopping trips, walks in the park, lunches out and other leisure activities.
- Mentor the employer with developing her parenting skills by encouragement and empathetic support.
- 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 and also able to take instruction.

Good, transferable parenting skills and experience are essential.

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

You must be a car driver with use of a reliable, well maintained car to be considered for this position.

No personal care is involved.

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.