

Job description

Job details

Position

Personal Assistant

Job reference:

LL11/21/KE

Hours

4 hours per week, worked on a Monday and a Wednesday from 9.30am to 11.30am.

Rate

£9.50 per hour

Area

Northampton (NN5 Area)

About the employer

The employer is a lady living in her own home in Northampton.

Main Duties

- To assist with correspondence and to help with the management of finances
- To support the Employer with meal prep and cooking.
- To accompany and support with attendance of out-patient appointments.
Therefore, a car driver with a clean licence is preferred.
- The employer enjoys swimming, so you will be required to accompany/support her to access pool facilities.
- Occasional shopping trips, going out for a coffee or a walk etc.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.
- There is no personal care involved.

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.

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

