

Job description

Job details

Position

Personal Assistant

Job reference:

L005/22/UL

Hours

10 hours per week worked flexibly mostly during a week with occasional weekends and this can be discussed at an interview

Rate

£9.50 per hour on payroll (PAYE)

£11.29 per hour self-employed*

*You will need to provide official proof of your self-employed status with HMRC, and evidence of your public liability insurance.

Area

Long Buckby (NN6 Area)

About the employer

The employer is a 22-year-old gentleman, seeking a PA to support him in developing and building upon his social and interaction skills.

Main Duties

- To assist the employer with having time out in the community ranging from going out for a coffee or taking him to support group meetings
- Accompanying on local shopping trips and outings and helping to discover any new activities he would like to explore.
- Helping the employer with light household duties such as laundry, tidying up and cooking together to make him gain new skills to become independent
- 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 bubbly, friendly, enthusiastic and 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 his interests are needed with a willingness to help him explore new activities, joining in when appropriate.

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

Must have a full, clean driving licence and be a car owner.

The role requires close personal contact with an individual who is vulnerable to the risk of infection and disease transmission. Preference may be given to applicants who have been fully vaccinated against Covid-19. Careful consideration will be given to applicants who can show the vaccination is not suitable for them on reasonable grounds.

Please note this role is subject to satisfactory disclosure from DBS checks.

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