

Position

Personal Assistant

Job reference:

NT03/06/KE

Hours

Up to 20 hours per week worked flexibly, Monday to Friday.
Mornings and afternoons with some flexibility as hours may be varied according to the employer's needs with notice given.

Rate

£8.72 per hour

Area

Brackley, Northamptonshire (NN13 Area)

Message about the employer

The employer is a young man living in Brackley. He is seeking a personal assistant to support him with continued independent living and enable him to enjoy his hobbies and social and leisure activities.

Main Duties

- Supporting with day to day correspondence and paperwork as required.
- Supporting with monitoring medication compliance morning and evening.
- Supporting the employer's attendance at occasional medical or outpatient appointments.
- Accompanying employer on local shopping trips and outings, ranging from walks in the park to swimming & gym sessions.
- Car driver/owner essential – mileage will be paid (excluding commute)
- 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.

A can-do attitude and aptitude to assist the employer with his varied interests are needed with a willingness to help him explore new activities, joining in if or when appropriate.

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

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.