

Job description

Job details

Position

Personal Assistant

Job reference:

RA10/15/CW

Hours

7 hours per week, worked 1 hr each evening from Monday to Sunday. 7.30pm to 8.30pm
Additional hours available during the day for cover of second PA 7.30am to 12.30pm
Monday to Friday

Rate

£9.50 per hour

Area

Northampton (NN3 Area)

About the employer

The employer is a young mother living in her family home in Northampton.

A personal assistant is sought to support her with a bedtime routine for her 11 year old son with ADHD.

Main Duties

- To encourage a good bedtime routine for her son
- Personal Care, to support/encourage with having a shower
- To encourage to eat his evening meal
- To encourage and supervise the cleaning of his room
- To supervise/prompt mother's evening medication routine, mainly to ensure they have been taken
- 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 but firm, able to give empathetic support, kind and patient. Experience of working with ADHD desirable but not essential.

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.