Job description

Job details

Position

Personal Assistant

Job reference:

SA05/22/UL

Hours

5 Hours per week worked over 2 flexible days except Tuesday, which could include weekdays and weekends.
Afternoons and some evenings, with some flexibility as hours may be varied according to the employer's needs with notice given.

Rate

£11.29 and must be self-employed*

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

Area

Northampton (NN3 Area)

About the employer

The employer is a lady living in her family home in Northampton who needs a motivating companion to take her out in the community more.

A personal assistant is sought to support her continued independent life enabling her to enjoy her pastimes and also to assist her to explore and expand her leisure opportunities and activities.

Main Duties

- Accompanying on local shopping trips and outings, ranging from walks in the park to swimming and gymnasium sessions. The employer would also need to be prompted to new activities she would like to explore as she lacks motivation.
- 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 her interests are needed with a willingness to help her explore new activities, joining in when appropriate.

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

Driving License and owner of a car not essential but will be an advantage.

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.