

# Job description

## Job details

### Position

**Female Personal Assistant**

### Job reference:

**TK01/20JH**

### Hours

12 Hours per week term -time; 15 hours p/w during the school holidays.

3 hours from 1.00pm on Saturday and Sunday.

Plus:

2 weekdays worked from 4.00pm during term-time; Daytime over 2/3 weekdays during school hols

Some flexibility required as hours may be varied according to the employer's needs, with notice given.

### Rate

£9.50 per hour

### Area

Kettering

## About the employer

The employer is a mother with an autistic, 8 year old daughter living in the family home.

A personal assistant is sought to help her with household and caring duties to give her some respite as her daughter's main carer.

## Main Duties

- To assist the employer in the preparation and supervision of her daughter at mealtimes and with drinks.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Helping with changing of her clothes and washing as necessary.
- Support by engaging her daughter with play activities in the home and occasional walks in the local area while supervising and ensuring her safety at all times.
- Other housekeeping tasks as requested.
- 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 and her family in their home..

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. The Council is **not** the employer.