**Job Description**

**Female Personal Assistant**

**Responsible to:** Direct Payment Employer

**Pay Rate:**  £9.00 per hour

**Location:** Throckley

**Hours:** 13 hours per week, plus holiday and sickness cover

**Hours to be arranged on a flexible basis however you must be**

**available weekday mornings to support me to take my children to**

**school.**

**Main Duties**

Working within my family home you will provide the practical support that I need to enable me to carry out the specific tasks in my parental role that I find difficult, as well as practical support to enable me to live independently.

The duties will vary and you need to have a flexible approach to your work.

**Duties will include**

* To provide support within the home around household tasks
* Support me in my personal care routine. This will include a shower, and getting dressed as well as any toileting needs
* Light domestic duties including washing, ironing, cleaning, clearing dishes away and ensuring any activities done within the house are tidied away after
* Support in meal preparation and batch cooking
* Prepare breakfast, including clearing dishes away
* Prepare packed lunches for my children
* Prepare a snack
* Prepare evening meals
* Accompany me to take the children to school, carry out the tasks that I find difficult such as fastening their seatbelts
* Support me to attend activities in my local community
* Support to do grocery shopping
* Any other requests which may reasonably be made.

**Person Specification – Personal Assistant**

To be my Personal Assistant you should:

* Have a positive attitude towards disabled people
* Be enthusiastic about your work
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be prepared to be trained
* Be willing to work under my direction and instruction
* Be willing to work in a family setting around children
* Be confident
* Be comfortable asking questions if you are not sure
* Be patient
* Know how to follow a confidentiality policy
* Have basic cooking skills

An enhanced DBS check will be carried out for the successful applicant.

References will be sought if you are offered a position.

All posts are subject to a six month probation period.

You do not need any formal qualifications to do this job. All the training that is needed to be able undertake the role will be provided.

It is far more important that we find the right person for the role regardless of prior experience or training.

What is of paramount importance is that you have the skills abilities and personality traits listed in the person specification.