**Job Description**

**Job title** Personal Assistant

**Hours** 5 hrs per week term time

9.5 hrs per week holiday time

**Location** Cowgate

**Rate of pay** £9.67 per hour

**About Harley**

My son Harley is 12 years old; he is a lovely happy, friendly boy who has lots of confidence and is very popular amongst his peers at school and loves being active.

He really enjoys spending time outdoors, in the skatepark, playing football as well as swimming and even improving his fitness down at the gym.

Harley likes going to the cinema but only if it’s something he is excited about. He has a wide taste in the films he likes, so his choices can be quite random.

He also likes to go out for something to eat, his personal favourite is MacDonald’s especially French fries which if allowed to, he could eat for breakfast, lunch and tea.

Harley can be very particular about his routines.

As my sons Personal Assistant, you will work under my direction to meet his needs and will be accountable to me in all aspects of your work. You must be reliable, be able to use your initiative and be able to work flexible hours. You must also be able to respect our privacy and understand the need for confidentiality in all areas of your work.

We consider patience and enthusiasm to be essential attributes for this job.

**Main Duties:**

The main duties of the job are outlined below. However, because Harley’s needs vary on a day to day basis, it is extremely important that your approach to work is flexible. You will be expected to carry out any other reasonable personal assistance tasks that I request.

**Personal Assistance:**

* Support and supervise closely in and outside the home
* Ensuring Harley’s safety inside and outside of the home

**Social Assistance:**

* Supporting Harley in fun and stimulating activities inside and outside of the home
* Spending time playing with and communicating with him
* Supervising him to ensure his safety and generally responding to his needs

**Person Specification**

To be my sons Personal Assistant you should:

* Have some experience of working with disabled children or adults. Particularly children with Autistic Spectrum Disorder
* Have a positive attitude to disability
* Have a positive attitude towards social inclusion
* Be willing to work under my direction
* Be able to remain with my son always during a shift
* Have good communication skills
* You must not smoke when working
* Not drink alcohol when working for me
* Be confidential in your work and understand the importance of this
* Respect my son’s privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have good general health
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills

You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.

Post is subject to DBS check and references.