**Job Description**

**Job Title** Personal Assistant

**About me**

I live near central York town area, - I am in my 40s. In the near future I am hoping to start an online masters degree.

As lockdown eases, I will be getting back to several activities and being part of several groups and I will need a PA to support me to do this, which will ideally include driving to places locally.

**What I need**

My present PA is moving on in the near future and we are hoping to find the perfect person to handover to. Amanda and I will be able to show you what we have developed to make sure that I am independent. I will be your employer, so I need you to follow my guidance on how best to support me, but also have a good understanding on when I need you to take your own initiative.

I need support to manage my diary, appointments, planning, thinking things through, career development, other daily activities and the things that crop up in life from time to time that take some organisation. I need people who can work with me in every aspect of life, from household admin, shopping, some domestic tasks, support with emails, administration and study. Just like everyone’s life, every day is different, so you will need to be adaptable to this. Some of the most likely things I will need are: -

* Support to plan and organise daily activities and household admin
* Support to stay focussed with a clear plan to start and finish tasks
* Some domestic tasks, including light housework and laundry
* Help planning and doing shopping
* Driving to appointments, planning activities

**What are the important things I need from my PA?**

* Be organised, patient, practical and task orientated
* Be reliable, committed, cheerful, professional, and respectful
* Be flexible
* Someone with a great sense of humour
* An excellent listener and able to use your initiative
* Prepared to use PPE in my home and when out and about
* Ideally you will have had both covid 19 vaccinations
* Be happy and able to take and follow instructions
* Be someone who enjoys getting out and about
* Be willing not to smoke when you are with me or in my home
* Be willing not to drink alcohol when you are with me or in my home
* Have a good understanding and acceptance of confidentiality in your work.
* Respect our privacy and that of my family and friends.
* Be a good timekeeper
* Be able to work at short notice
* Be able to accept responsibility and work on your own initiative
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency