**Job Description**

**Job Title** Personal Assistant

**About me**

I have recently re-located to live with my daughter in Cross Hills. She is going to be returning to work soon, so I need to have some support just to check that I am okay and have plenty to keep me busy.

I love singing and used to be in the church choir, where I used to live. Church is a big part of my life too, so I would like to explore what I have in my new community and get involved. I would love you to do this with me.

I used to be a PE Teacher before I retired. I love watching all sports but have a particular passion for cricket.

**What I need**

I need someone who can help me to explore things to do near where I now live. I would like my PA to be chatty, enthusiastic and cheerful. I would ask you to prepare simple food and drinks at mealtimes. Ideally, I need a PA who has their own car, so that we can get out and about locally.

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

* Be someone who enjoys getting out and about
* Be happy to explore the local community with me
* Someone able to prepare basic meals at home
* Respect my privacy and that of my family and friends
* Punctual & good at time keeping
* Able to use own initiative
* Reliable & committed to your work
* Cheerful & positive
* Professional & respectful
* An excellent listener
* Car driver with clean licence and a car
* Be happy and able to take and follow instructions
* 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.
* Be able to accept responsibility and work on your own initiative
* Be flexible