**Job description MT/NCL**

**Job title** Personal Assistant

**Hours**: Term Time- Sat & Sun 4 hours per day

Holiday Time- 3 days per week 4 hours per day (To be arranged)

**Rates of pay:** £12.00 per hour.

**Location:** Newcastle Upon Tyne (Kenton)

Mohmin is a lovely 14-year-old young boy. He enjoys going to school and being at home with his family.

Mohmin has a very good memory, and he can remember all the FIFA football teams, the countries and their football players. Mohmin likes to play FIFA.

Mohmin knows many interesting facts that he likes to research, and he shares these facts with his friends and family. Mohmin is good at spelling words, and he likes to write.

Mohmin likes to share funny stories and he has started to make up his own jokes. Mohmin will seek out members of his family and go and share funny stories with them.

Mohmin likes to play on his electronic tablet. He enjoys looking up facts on ‘Google’. He is particularly interested in biographies, cars, trucks, football cards and Lego.

**Main Duties**

You will be required to carry out the following tasks on a flexible basis:

**Personal Assistance**

Mohmin is looking For a PA that can share his experiences and encourage him to attend outside activities away from the family home to aid his social skills. Mohmin would like to go swimming, visit the park, attend a football match or two and is keen to explore the Handcock Museum and other local venues.

I may require you to feed me if I decide I don’t want to engage in mealtime.

Always ensure my complete safety.

**Training**

There are no formal qualifications needed to do this job.

**Person Specification**

To be my Personal Assistant you should:

1. Fun to be around and patient with me.
2. Have a positive attitude towards disability.
3. Be willing to work under my mum’s direction.
4. Be able to work flexibly to meet my needs.
5. Not drink alcohol when working for me.
6. Not smoke when working for me.
7. Have good general health.
8. Be reliable and trustworthy.
9. Be a good timekeeper.
10. Be able to work at short notice.
11. Be able to work in different settings.
12. Not discuss our household and domestic circumstances with others, other than with my specific permission.
13. Keep information gained in the course of your employment confidential.
14. Be able to respond appropriately in an emergency.
15. Be able to accept responsibility and work on your own initiative.
16. Respect my privacy and that of our family and friends.
17. Be patient when doing repeated tasks.
18. 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 parents’ direction.

**Person Specification**

To be my Personal Assistant you should:

1. Respect my Faith.
2. Have some experience in cooking.
3. Have a positive attitude towards disability.
4. Be willing to work under my direction.
5. Be able to work flexibly to meet my needs.
6. Not drink alcohol when working for me.
7. Not smoke when working for me.
8. Have good general health.
9. Be reliable and trustworthy.
10. Be a good timekeeper.
11. Be able to work at short notice.
12. Be able to work in different settings.
13. Not discuss our household and domestic circumstances with others, other than with my specific permission.
14. Keep information gained in the course of your employment confidential.
15. Be able to respond appropriately in an emergency.
16. Be able to accept responsibility and work on your own initiative.
17. Respect my privacy and that of our family and friends.
18. Be patient when doing repeated tasks.
19. 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.