

## Job Description – Personal Assistant OME/NY

**Job title:** Personal Assistant.

**Hours:** 4 hours per week during term-time (39 weeks) and 8 hours per week during school holidays (13 weeks).

**Rates of pay:** £11 per hour.

**Licenses:** A driving license is not required to carry out this role.

**Subject to:** Upon successfully passing a criminal background and reference check.

### Purpose of Job

Our son Oakley is 6 years old. The main purpose of this job is to work alongside us or on your own supporting Oakley within our home, in the location of Harrogate, North Yorkshire. As a personal assistant you will be required to accommodate and support Oakley and his siblings: ages 8, 6 and 5. It is mandatory that the individual applying for this role is comfortable with any routine tasks involving childcare and feels at ease when working with children.

Oakley is cheeky, happy, and always has a smile on his face. Oakley gains pleasure from playing Minecraft, PlayStation and building Lego structures during his spare time. **His individual support requirements will be discussed in more detail with each successful applicant when deemed appropriate.** Successful candidates will be required to assist Oakley with understanding his limits, as Oakley likes to push boundaries and is extremely rapid when making personal decisions, good or bad. It is imperative that the Personal Assistant appreciates the need for patience and encouragement whilst providing support to Oakley. It will be the job of the personal assistant to provide encouragement with educational activities, such as learning his times tables, improving his maths skills, or completing his homework. A substantial aspect of this role will be to aid and participate in activities with Oakley and his siblings to help facilitate the lifestyle they gain so much pleasure from.

Previous experience of working with children is desirable, but we are happy to consider applicants who do not have prior experience. The Personal Assistant will be required to follow instructions directly from us. We are looking for somebody who is reliable and punctual. Working hours can be discussed with each applicant.

Physical endurance is essential when supporting Oakley e.g., lifting Oakley down from play equipment. Good general health is vital when providing adequate support to our son. We consider patience and enthusiasm to be necessary attributes for this job.

Oakley and his family's requirements may vary from time-to-time. It is important that the Personal Assistant is flexible about the duties performed and agrees to undertake any reasonable Personal Assistance tasks we request, throughout the duration of their employment e.g., changes in routines or specific requests we've made.

### **Characteristics of the required candidate:**

- Stamina, physical strength, and endurance
- Good health, active and patience,
- Enthusiasm, understanding and empathetic.
- Wants to support an individual in a positive way.

### **Social Assistance**

- Supporting Oakley in fun and stimulating activities inside of our home.
- Spending time playing with Oakley and his siblings.
- Ensuring Oakley and his siblings' safety and generally responding to their requirements, whilst under your supervision.

### **Training**

As previously stipulated, there are no formal qualifications needed to do this job, but previous experience is preferable. The tasks and types of assistance involved can be learned through the Personal Assistant working directly with us and therefore must be willing to learn by following instructions from us, as Oakley's parents and primary care givers.

### **Person Specification**

The ideal candidate to be our son's personal assistant will meet the following criteria:

- Have a positive attitude towards disability.
- Be willing to work under our direction.
- Be able to work flexibly to meet our son's requirements.
- Be a non-smoker.
- Not drink alcohol when working for me.
- 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.
- Not discuss our household and domestic circumstances with others, other than with my specific permission.
- Keep information gained in the course of your employment confidential.
- Be able to respond appropriately in an emergency.
- Be able to accept responsibility and work on your own initiative.
- Respect our son's privacy and that of our family and friends.
- Be patient when doing repeated tasks.
- Have at least basic reading, writing and number skills.
- Successfully pass a DBS clearance and reference check.