**Personal Assistant – Job Description**

**Job Title:** Personal Assistant

**Hours:** Averaging 7 hours per week. 2 hours on Wednesday, Thursday & Friday morning, plus 2 hours alternating Sunday mornings.
**Wage:** £13.00 per hour
**Location:** Newcastle upon Tyne (NE5)

I am looking to employ a Personal Assistant to support me in my new home in the Fenham area of Newcastle (not far from the Morrisons store).

The job involves a range of tasks including personal care, domestic work around the home and some activity outside the home.

**Domestic work**

I will need you to do a variety of tasks around the home. For example, cleaning, dusting, vacuuming and keeping all work surfaces clean and tidy. You will also need to do my laundry; all of the washing/drying and ironing that needs doing. I may need assistance with meal preparation and getting shopping in from local stores. Shopping will generally be once per week and I will want a more thorough clean of the house once per week. There is a possibility, extra hours will be available during the week.

**Personal Care**

I will need help with a range of personal care tasks during every shift, so applicants should not have any qualms about providing personal care. The shifts will be starting around 7.00am. It will be vital that applicants can get to my home in good time each morning, so the position may well be suited to someone who lives locally or has their own transport to get to and from work.

**Person Specification**

To be my Personal Assistant you should:

* Be willing to work under my direction
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Not smoke in my home/presence
* Not drink alcohol when working for me
* Have good general health
* Be clean and tidy to my specification
* Be able to work in different settings
* Keep information gained in the course of your employment confidential
* Respect my privacy and dignity and that of my family and friends
* Not discuss my household and domestic circumstances with others
* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills
* Be sociable and enthusiastic