Job Description

**Job Title**: Personal Assistant

**Location**: Walker, Newcastle Upon Tyne

**Hours**:

*Term time*: 3 hours during weekdays

*School holidays*: 8 hours (to be agreed with employer)

**Rate of Pay**: £14.50 per hour

**The Role**

We are looking for a friendly, enthusiastic, and reliable Personal Assistant (PA) to support a young girl named Frankie. The role focuses on helping her safely access and enjoy her local community while promoting her independence.

**About Frankie**

Frankie is an almost 12-year-old girl with a bright, happy personality. She is very friendly, loves to stay active, and enjoys being outdoors. Her favourite activities include:

* Playing in the garden
* Visiting the park
* Going for walks along the River Tyne
* Swimming and trampolining
* Colouring in (her absolute favourite!)

Frankie has Global Developmental Delay and experiences emotional and attachment challenges. She may become dysregulated, especially during school periods or in busy environments. She requires support in recognising when to take a break from overstimulating situations. Although she communicates well and follows instructions, she has no sense of danger, so safety awareness is crucial. Frankie can form attachments quickly and may be blunt in her communication, so a calm and professional PA is essential.

**Key Responsibilities**

* Support Frankie in accessing community activities
* Encourage and support her in socialising with others
* Prompt with personal care routines (e.g., using the toilet)
* Always maintain awareness of Frankie’s safety
* Recognise signs of dysregulation and manage the situation calmly
* Provide support both in the community and within Frankie’s home

**Person Specification**

The ideal candidate will be:

* Kind, caring, and enthusiastic
* Active and energetic to match Frankie’s pace
* Calm under pressure, able to handle dysregulation supportively
* Flexible with working hours
* Professional, as Frankie can form strong attachments
* Quick-thinking with good risk assessment skills
* Confident in water-based activities (e.g., swimming)
* Encouraging, to help Frankie build independence and confidence

**Qualifications and Training**

No formal qualifications are required. We are looking for someone who genuinely enjoys spending time with children and can support Frankie with empathy, energy, and consistency.