**Job Title**: Personal Assistant

**Location**: Chapel Park, Newcastle

**Hours**:

*Term Time*: 4 hours per week (Mondays & Fridays)

*School Holidays*: 11 hours per week (varied hours, agreed with employer)

**Rate of Pay**: £15 per hour

**Job Purpose:**

We are seeking a reliable and enthusiastic Personal Assistant to support our daughter after school during term time and more flexibly during school holidays. This role involves personal care, engaging in fun and stimulating activities at home and in the community, and always ensuring her safety and well-being.

**About our daughter:**

She is a vibrant and energetic young girl who thrives on being active. She enjoys activities like swimming, horse riding, visiting soft play centres, and spending time outdoors. She also loves performing — singing, dancing, and reenacting scenes from her current favourite, Matilda.

She is autistic and has sensory processing disorder. She also has PICA and suspected ADHD, which can sometimes influence her behaviour. She has limited speech but communicates effectively in her own way. She has no sense of danger and requires close supervision, especially in the community, as she tends to run towards places of interest. Despite these challenges, she is a joy to be around, especially when supported by someone who understands her needs and can keep up with her energy.

**Key Responsibilities:**

* Ensure her safety in the home and community
* Provide personal care, including assistance with changing and toileting
* Support and engage her in fun and meaningful activities
* Help her get changed after school
* Encourage and support social interaction and communication
* Respond calmly and positively to challenging behaviour or meltdowns

**Person Specification:**

We are looking for someone who:

* Has high energy and enthusiasm to match her active lifestyle
* Is bubbly, encouraging, and enjoys engaging in play and performance
* Is quick-thinking and able to react appropriately to keep her safe
* Can set clear and consistent boundaries in a kind and respectful way
* Maintains a calm and nurturing approach during emotional or challenging situations
* Is genuinely interested in supporting children with additional needs

**Requirements:**

Essential: Understanding or experience of working with autistic individuals

Desirable: Experience with PICA, sensory processing differences, or ADHD

Willingness to learn and adapt to her evolving needs

If you believe you’re the right person to support our daughter, and become part of her joyful and energetic world, we’d love to hear from you.