**Job Title**: Personal Assistant

**Location**: Newcastle

**Hours**:

**Term Time**: 5 hours per week

**School Holidays**: 10 hours per week

**Rate of Pay**: £14 per hour

**Driver essential with use of own car**

**About the Role:**

Hi, my name is Emma. I’m currently looking for a caring and energetic Personal Assistant to support my son, Frankie, during social outings and home-based activities. This role involves keeping Frankie safe while encouraging his independence and enjoyment of the world around him.

**About Frankie:**

Frankie is an almost 7-year-old boy who is full of life and always on the go. He has a brilliant, cheeky sense of humour and a love for energetic play—whether that's being on his scooter, swimming, bouncing on the trampoline, or exploring local parks. While he also enjoys downtime, he thrives when active and engaged.

Frankie is autistic and has Sensory Processing Disorder. He doesn’t communicate verbally but can express his needs in other ways, such as leading you by the hand. Frankie doesn’t yet understand danger, so he needs close supervision, especially when out and about.

**Key Responsibilities:**

* Accompany and assist Frankie during social and recreational outings
* Ensure Frankie’s safety by assessing and responding to risks in the environment
* Support Frankie in communicating using his preferred methods
* Encourage personal hygiene, including using the bathroom and cleaning up afterward
* Provide calm and supportive care during moments of behavioural distress
* Support Frankie in his home setting when needed

**Person Specification:**

We’re looking for someone who is:

* Patient, fun, and nurturing
* Able to remain calm and reassuring in public and during challenging behaviour
* Quick-thinking and capable of managing risk
* Comfortable supporting a child with additional needs
* Open to learning about Frankie’s unique ways of communicating
* Experience supporting children with autism or additional needs is preferred but not essential if you're a naturally empathetic and proactive person.