Job description

**Job Title**: Personal Assistant

**Location**: Throckley, Newcastle Upon Tyne

**Hours**: Term Time: 5 hours per week

School Holidays: 21 hours per week

**Pay Rate**: £16.00 per hour

**Driver Required**: Yes – must hold a full, valid UK driving licence

**About the Role:**

Hello, my name is Emma, and I’m looking for a kind, friendly, and reliable Personal Assistant to support my 9-year-old son, Luke, in living a fun and fulfilling life. This role involves helping Luke access the local community and supporting his personal and social care needs in a respectful and compassionate manner.

**Meet Luke:**

Luke is a happy, laid-back young man who loves being around people and being part of the conversation, even though he is non-verbal. He finds joy in the outdoors, especially when the wind blows in his face, and enjoys visiting National Trust properties, going to the coast, or simply enjoying car journeys and watching the world go by.

Luke has a rare genetic syndrome and uses a wheelchair for mobility. He is unable to weight-bear and requires a hoist for transfers. He travels in an adapted vehicle and receives nutrition via a gastrostomy tube. Luke also has a colostomy bag, uses incontinence underwear, and experiences visual and hearing impairments. He has epilepsy, which is well-controlled with medication.

**Key Responsibilities:**

* Support Luke to explore the community – visits to the coast, National Trust sites, or other enjoyable outings.
* Assist with Luke’s mobility by pushing his wheelchair, sometimes over varied terrain.
* Provide personal care, including changing incontinence wear and managing his colostomy bag.
* Administer nutrition through Luke’s gastrostomy tube.
* Use a hoist for safe transfers between wheelchair and other seating.
* Drive Luke’s adapted vehicle for outings.
* Engage with Luke socially, helping him feel included and connected through conversation.

**Who We’re Looking For:**

* Friendly, patient, and compassionate with a genuine love for working with children.
* A good sense of humour and a positive attitude.
* Comfortable being outdoors and physically fit enough to push a wheelchair over different surfaces.
* Some awareness or experience of gastrostomy tube feeding and hoisting (training provided).
* Full UK driving licence (essential).

**Training:**

No formal qualifications are required. Full, hands-on training will be provided by me to ensure you feel confident and capable in every aspect of Luke’s care.

If you’re looking for a rewarding role where you can truly make a difference in a young person’s life, and you enjoy being outdoors, chatting, and sharing special moments – we’d love to hear from you.