**Personal Assistant for Michael**

**Location:**
**Hours:**

* Monday 5:00 pm – 8:30 pm
* Wednesday 5:00 pm – 8:30 pm
* Friday 5:30 pm – 8:30 pm

**Pay Rate:** £14.50

We are looking for a reliable and friendly Personal Assistant to support Michael during evening activities with his family. The role mainly involves helping Michael take his four older children – including three boys with autism/ADHD – to activities such as swimming and karate.

**Purpose of the Role**

To provide reliable and friendly support to Michael during evening activities with his family, ensuring safe travel to and from activities, effective communication, and practical help where needed.

**Main Duties & Responsibilities**

* Safely drive “The Beast” (large family vehicle) to transport Michael and his children to and from evening activities such as swimming and karate.
* Guide and support Michael as needed during activities, ensuring he is kept informed and aware of what the children are doing.
* Offer practical assistance with tasks such as occasional shopping, reading letters, and filling in forms.
* Communicate clearly and positively with Michael and his family.
* Maintain confidentiality and respect for the family’s privacy at all times.

**Person Specification**

**Essential**:

* Full UK driving licence and confidence driving a large vehicle.
* Reliable and punctual with the ability to work set evening hours.
* Patient, understanding, and able to work in a busy family environment.
* Clear and effective communicator.
* Trustworthy and respectful of confidentiality.

**Desirable:**

* Experience supporting families, including children with autism and/or ADHD.
* Good organisational skills.
* Flexible and willing to help with occasional extra tasks as agreed.