**Personal Assistant Wanted – 9 Hours per Week**

**Job Description**

**Location:** York  
**Hourly Rate:** £12.60 + mileage expenses

I am a disabled lady seeking a reliable, supportive Personal Assistant to help me for 9 hours per week. Most of the support I need is with admin and dyslexia-related tasks, as well as occasional practical help due to arthritis, and driving me with my medical assistance dog to appointments.

I am intelligent and organised, and I manage and delegate the tasks I need. This role is about enabling me to stay independent and supported, not about personal care or meal preparation.

**Job Purpose**

To provide support with dyslexia-related tasks, administration, IT, and some practical assistance due to arthritis. The role includes driving the employer and her medical assistance dog to appointments and supporting her to manage day-to-day tasks effectively. This role does not involve personal care or meal preparation.

**Main Duties and Responsibilities**

* Provide assistance with basic admin and secretarial tasks using laptops, iPhones, and other IT tools.
* Support with note-taking, research, reading, arithmetic, and financial IT skills.
* Help to access and navigate York Council, Gov.UK, NHS, Pharmacy, and York Medical Group GP websites.
* Drive the employer and her assistance dog to medical and personal appointments as required (mileage expenses paid).
* Offer practical help with small tasks around the home when arthritis makes them difficult.
* Communicate clearly and patiently, adapting to the employer’s needs as she is hard of hearing and relies on lip reading and face-to-face communication.
* Respect the employer’s independence and follow her direction in delegating tasks.
* Maintain confidentiality at all times.

**Person Specification – Personal Assistant**

**Essential**

* Good administration and IT skills, including laptops, iPhones, and online services.
* Strong reading, writing, arithmetic, and note-taking skills.
* Confidence in navigating York Council, Gov.UK, NHS, and GP websites.
* Good knowledge of York and surrounding areas.
* Access to a suitable car that can accommodate the employer and her assistance dog.
* Comfortable working in a home with both a dog and a cat.
* Clear communication skills, with the ability to adapt to support someone who is hard of hearing and lip-reads.
* Reliable, organised, and supportive approach.

**Desirable**

* First Aid Certificate, to respond in the event of a medical emergency.
* Experience supporting disabled people or people with long-term health conditions.
* Understanding of mental health conditions and an empathetic approach.