

**Employer ref: BSG/LB**  
**Job Description and Person Specification**

**Job Title:**

Personal Assistant

**Hours of work:**

There are 24 hours over 4 weeks available on a flexible basis, so support may be required on any day of the week. The hours and shifts are negotiable on interview.

We are willing to accept your application if you are able to cover any number of hours or specific days.

You should always be willing to work as a team, pick up additional hours and be flexible to cover holidays and times of sickness.

**Salary:**

£8.91 per hour Monday to Saturday

£9.22 Sunday and Bank Holidays

You will receive paid holidays and the opportunity for training relevant to your role.

**Job Purpose:**

You will be responsible for supporting a lady with tasks in her own home and also to assist her with accessing the community to meet social and practical needs. You will be asked to Drive the adapted Van to appointments. You Must be able to communicate effectively with your employer.

**Accountable to:**

Your employer is the lady you will be supporting.

**Overall Purpose of the role:**

To ensure that the lady can complete tasks at home as safely as possible and to enable her to access the community as required.

**Required Qualifications/Experience**

- Must be self-motivated and well organised.
- To communicate effectively with the employer, colleagues and health and social care professionals.
- Genuine interest in working within a caring environment.
- Excellent team player.
- Independent worker, able to use initiative and self manage time and task.
- Willingness to participate in vocational training programmes.

- Basic understanding of the Health and Safety at Work Act.
- Basic understanding of Infection Control.

**Desirable Additional Qualifications, training/certificates desirable:**

- NVQ level 2/3 in Health & Social Care
- Current manual handling certificate
- First Aid certificate
- Infection Control
- Health & Safety
- Fire Safety
- Food & Hygiene
- Medication

**Training and Development**

There is the opportunity for accessing training in areas relevant to your role.

**Duties :**

- You will support the lady with:
  - Shopping
  - Cooking
  - Light domestic duties
  - Accessing social activities
  - Attending appointments - some appointments may require long-distance travel e.g. London
  - Attending Hydrotherapy and changing safely afterwards
  - Occasional personal care - the lady may require assistance to use the bathroom and with personal hygiene during the times you are supporting

This list is not exhaustive.

**Responsibilities:**

Communication - As far as possible, resolve any questions regarding the task prior to beginning work. Arrive at the agreed time ready to work. Give notification if you are going to be more than ten minutes late.

It is important to establish a close working relationship when working on a one-to-one basis. If any problems arise it is important to discuss and resolve them as soon as possible. Be as open in your communication as possible.

Confidentiality - As a Personal Assistant you should respect the privacy of the person you are working with. Many problems can arise from casual conversation about the help and assistance you might give. Try to maintain a professional approach at all times.

Attitude - As a Personal assistant you should appreciate the strains and stresses involved for the employer and the effect that this can have on the acceptance of help. Understand that the preservation of dignity and independence is important to the person you support and their family.

Learning the tasks involved - It is your responsibility to attend the training sessions provided and ensure your skill and competence to undertake the duties are upheld.

### **Person Specification/Qualities of the Personal Assistant**

As a Personal Assistant you should feel confident to ask what your employer's needs are, always to listen to their requests and to interpret them correctly.

Personal Assistants should be able to handle the physical skills of lifting, handling, pushing and bending. The personal assistant does not have to be a strong person physically to do the job well. However, general good health is important.

#### **You should be:**

Warm, approachable and professional;

Able to communicate well with others, and understand how your communication must change in different circumstances;

Calm and well organised;

Open minded;

Reliable and trustworthy;

Able to accept responsibility;

Able to work on own and work with initiative as the occasion arises;

Clean and have no unhygienic habits;

Willing to learn the job well;

#### **Other considerations:**

Personal assistants should also respect the relationships of the employer with other household members and with visitors. Joining in at social occasions etc. should be at the invitation of the employer.