

Job description

Job details

Position

Personal Assistant

Job Reference

GD04/06/JH

Hours

17 hours per week

Worked on weekdays flexibly between 8.30 am and 3.00 pm. To be discussed at interview.

Rate

£8.21 per hour

Area

Burton Latimer, Northamptonshire.

Message about the employer

A reliable, diligent and friendly person is sought to support a disabled mother & housewife with daily household tasks in her family home.

Main Duties

- Assisting with the preparation of meals, washing up, cleaning & tidying the kitchen afterwards.
- Make drinks and snacks as & when required by the employer during working hours.
- Vacuuming, cleaning and tidying throughout the home.
- Including mopping of floors and cleaning the bathroom and kitchen.
- Assisting with the laundry by loading & unloading the automatic washing machine.
- Ironing, folding and putting away of the laundry.
- To be flexible around daily needs and to be able to do things under own initiative but able to take instruction when given.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

Additional employment information

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County council is **not** the employer.