

JOB TITLE: Personal Assistant

JOB REF: JB08/10/JH2

HOURS: 4 hours per week,
worked on a weekday (usually a Thursday
morning).

WAGE: £10.00 per hour

LOCATION: Kings Cliffe, Peterborough, PE8.

The employer is a young man with mild learning difficulties needing support to attend out-patient appointments and with his leisure time activities. The successful applicant will be reliable and trustworthy with the use of a car.

DUTIES:

Accompany the employer when attending out-patient appointments. Leisure time drives out on shopping trips, to coffee bars & other social venues, ensuring the employer's safety & enjoyment at all times.

Any other task that may be reasonably requested.

There is no personal care involved.

Personal Qualities:

The person appointed should be cheerful, responsible and happy to provide companionship and friendly conversation while supervising & ensuring the employer's safety at all times. A car driver & owner is essential. Mileage expenses will be paid (excluding commute).

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County Council are NOT the Employers.

****Please disregard the posting date – if the position is still visible on the job site, then it is still active and open to applicants. Jobs that have been filled or archived are removed immediately****