

Position Female Personal Assistants x 2

Job Ref: JJ04/16/JH

Hours 12 hours per week **each** for 2 (two) PAs working a rota to cover the 7 days a week support needed.

Hours are:

Mornings:

Mon–Sat: 8.00am – 9.30am

Sun: 7.00am – 8.30am

Afternoons:

Mon–Sat: 5.30pm – 7.00pm

Sun: 5.30pm – 7.00pm

Plus:

11.30am – 1.00pm on a Tues and Thurs

Some flexibility in these hours may be required.
Hours and rota details to be discussed at interview.

Rate £8.21 per hour

Area Rushden, Northamptonshire

Duties:

The employer is a disabled lady living in her own home with her husband seeking reliable, capable female personal assistants to support her with daily living tasks.

Mornings:

Help the employer with dressing, applying creams and gentle massage to her legs. Training and direction will be given for this.

Make breakfast being usually cereals, fruits and fresh tea.
Wash up, put away utensils & crockery.

Tidy and clean the kitchen and bathroom.

Evenings:

Assist the employer in getting ready for bed. Drinks and light meal may be requested. Washing up and tidying afterwards as necessary.

The employer employs a dedicated cleaner but the PA(s) will be expected to do some light housework, vacuuming and cleaning when needed.

Duties for both mornings and evenings include helping with correspondence, filing, opening post etc. For this good skills in reading and writing English are needed.

Extra hours during the daytime may be offered to accompany and support the employer on local shopping trips. A driver with the use of a car is preferred though not essential.

Preparing the employer's electric scooter for her use when needed.

Preparing meals for the employer to heat up later for lunchtimes and other times.

Assist with laundry including a little ironing.

Making drinks & snacks as requested.

Any other reasonable task that the employer may request.

The successful applicant must be reliable, flexible and have a friendly, 'can do' attitude.

Able to work on their own initiative but happy and able to take instruction.

The employer has a domestic cat. Therefore the successful applicants must be comfortable around animals as helping with feeding & washing the bowl is needed morning and evening.

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****