

JOB TITLE: Personal Assistant

Job Ref: JW10/07/JH

Location: Kettering, Northamptonshire

HOURS: 14 hours per week worked usually over 3 or 4 days with the hours:
Tuesday: 9.30am – 1.30 pm
Thursday: 8.15 am – 1.45pm
Saturday: 10.30am – 12.45pm
Sunday: 12.00pm – 2.15pm

This is flexible and days/times may vary with prior notice and discussion according to the needs of the employer.

WAGE: £8.21 p/h with statutory holiday entitlement.

Travel expenses will be paid for an employee using his/her own car during the course of his/her duties though the employer chooses to use public transport for most of his outings and travel fares for the PA will then be paid .

MAIN DUTIES:

Thursday 8.15 am – 1.45pm;

Accompany the employer on the bus journey to a Rushden day centre and support him with his activities there and the return journey.

Saturday 10.30am – 12.45pm;

Accompany the employer to a local venue for brunch and return home. This may be a short walk or local bus. Any time remaining on return home can be used to support with general duties outlined below.

Sunday 12.00pm – 2.15pm;

Accompany the employer to a local venue for a Sunday lunch. As above.

Tuesday 9.30 am – 1.30 pm;

Support the employer in his home with some of the general duties below or this day may be replaced with a once monthly day supporting with an occasional excursion as detailed below.

General Duties

The duties are many and varied, being mainly concerned with supporting the employer, a gentleman with learning difficulties, to access the community and to enable his continuing independent living in his own home.

These may include but are not exclusive to;

- Accompanying on shopping trips to local food stores and outings to coffee mornings and other leisure/social venues.
- The employer enjoys attending day centres on a drop-in basis and would welcome help with identifying suitable local places that meet his needs.
- Duties within his home will include help with the employer's personal correspondence and filing/sorting of his mail.
- Putting the content of his received mail into an easy-read format and/or reading out and explaining the content of letters to the employer.
- Cooking and baking with the employer at planned times such that he learns some new recipes and extends his cooking skills.
- Washing up and tidying away afterwards.
- Helping with cleaning, vacuuming and general housework tasks.
- Help with sorting his clothes especially with respect to when items need replacing due to wear (e.g. socks etc.).

The employer occasionally attends meetings centred around disability issues, and the PA is to support. Both to identify and plan these outings, as well as to accompany him, as needed.

Occasional evening support with attending a local disability disco may be requested on a monthly basis.

Any other task that the employer may reasonably request.

There is NO personal care involved with this position.

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.