

Position	Personal Assistant
Job Ref	ML01/13/CW
Hours	7 hours a week over 2 days (Split as 4 hours and 3 hours) 12 pm start Mon to Fri, days times to be discussed at interview, flexible
Rate	£8.21 per hour
Area	Kettering (NN16 Area)

A gentleman with Asperger's, PTSD and ADHD is looking for an experienced PA to support him with the following:

Main Duties

- General Household Tasks – vacuuming, mopping, dusting, bathroom and kitchen. Main clean 2 hours fortnightly, the rest is just general day to day cleaning.
- Accompany me to access the community for shopping, medication collections, cinema etc.
- It can also include day trips out to theme parks, seaside etc.
- Support with organising paperwork and general running of the home.
- A car owner is essential – mileage will be paid (excluding commute).
- Other benefits included and initially extra hours may be available.

To be flexible around daily needs and to be able to do things under own initiative.

Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

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.