

Job description

Job details

Position

Personal Assistant

Job reference:

MS09/07/JD

Hours

5 Hours per week worked over 2 days, Monday – Friday, the employer is flexible with times.

Rate

£8.21 per hour

Area

Northampton

Message from the employer

We are a young at heart couple seeking an honest, reliable, polite and flexible person to provide day to day support within our own home.

Main Duties

- Carrying out general housework hoovering, cleaning kitchen and bathrooms, changing and making beds, emptying bins and putting out for collection
- Washing and ironing laundry as required.
- Support the employer with shopping trips.
- 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

The successful applicant will be friendly, able to give empathetic support, while respecting the employer's independence but also able to take instruction.

Must be flexible, trustworthy and active with a good sense of humour.

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.