

<b>Position</b>	Personal Assistant
<b>Job Ref</b>	NM02/06/CW
<b>Hours</b>	3 hour per week (you may be asked to do up to 15 hours on occasion - to be discussed at interview). Days and times flexible
<b>Rate</b>	£8.21 per hour
<b>Area</b>	Rushden

A lady is looking for a Personal Assistant who likes dogs and can help organise and support her in her home with the following tasks:

### **Main Duties**

- To walk my small dog.
- To support with cooking meals and clearing away.
- To support with shopping.
- To carry out general household tasks to include vacuuming, cleaning, small maintenance tasks etc.
- To support with organising and managing paperwork. The PA is ideally to be computer literate, but this is not essential.
- To support with medical appointments.
- A car owner driver preferable but again this is not essential.

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.