

Welcome to PA Register - Employers

If you are a new User

You can set up a new profile using

[Register here](#)

If you are already registered, please use
your email and password to log in

If you have forgotten your password – please
use the contact us button and we can reset
this for you

The screenshot shows the homepage of the Wiltshire CIL PA Register. At the top, there is a logo for 'Wiltshire centre for independent living Wiltshire CIL PA Register' and a contact box with the phone number '0300 1233 442' and email 'wiltspa-reg@wiltshirecil.org.uk'. Below the header is a navigation bar with links: Home, Search, Support for Employers, Useful PA Info, Other Useful Info, and Contact Us. The main content area features a 'Login' form on the left and a 'Welcome to Wiltshire CIL PA Register' message on the right. The login form includes fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. The welcome message explains the site's purpose as a matching tool for employers and PAs, and includes a green banner for 'NEW! View our vacancies board for recent PA job vacancies.' Below this, there is a detailed disclaimer about pre-employment checks and a note about the legal advice for groups of PAs. The bottom of the page shows a Windows taskbar with various application icons.

Login
Use the form below to login to your dashboard. [Register here.](#)

Username or Email Address

Password

☐ Remember Me

Log In

Welcome to Wiltshire CIL PA Register

This is the Personal Assistant (PA) Register for Wiltshire. This website enables employers or potential employers of PAs to self-sufficiently recruit. This site acts as a matching tool whereby you can view possible PA profiles and contact them using the messaging function. Employers and PAs can both create profiles for other users to view. Searching and making contact works both ways.

NEW! View our vacancies board for recent PA job vacancies.

It is important to note that PAs found on this website do not come with any recommendations and have not been pre-vetted. They are in no way affiliated with Wiltshire CIL, this is simply another platform to aid recruitment. All PAs found via this website will need to have their pre-employment checks completing prior to commencing work (the most important being referencing, right to work and DBS checks). Guidance on completing these checks can be found in our 'Useful Information' and 'Useful Documents & Links' sections. If you are ever in doubt please contact WCIL on 0300 1233 442.

If you have already registered with us, please login using the boxes to the right. Otherwise, please click on the relevant button below to register with us and create a new profile.

Our PA Register lets employers post their job advert by creating a profile containing the relevant information and also to browse active PA profiles. They can then make contact to potential PAs using the messaging function.

Personal Assistants (PAs) are able to publish their profiles and apply for jobs by contacting potential employers via the messaging function.

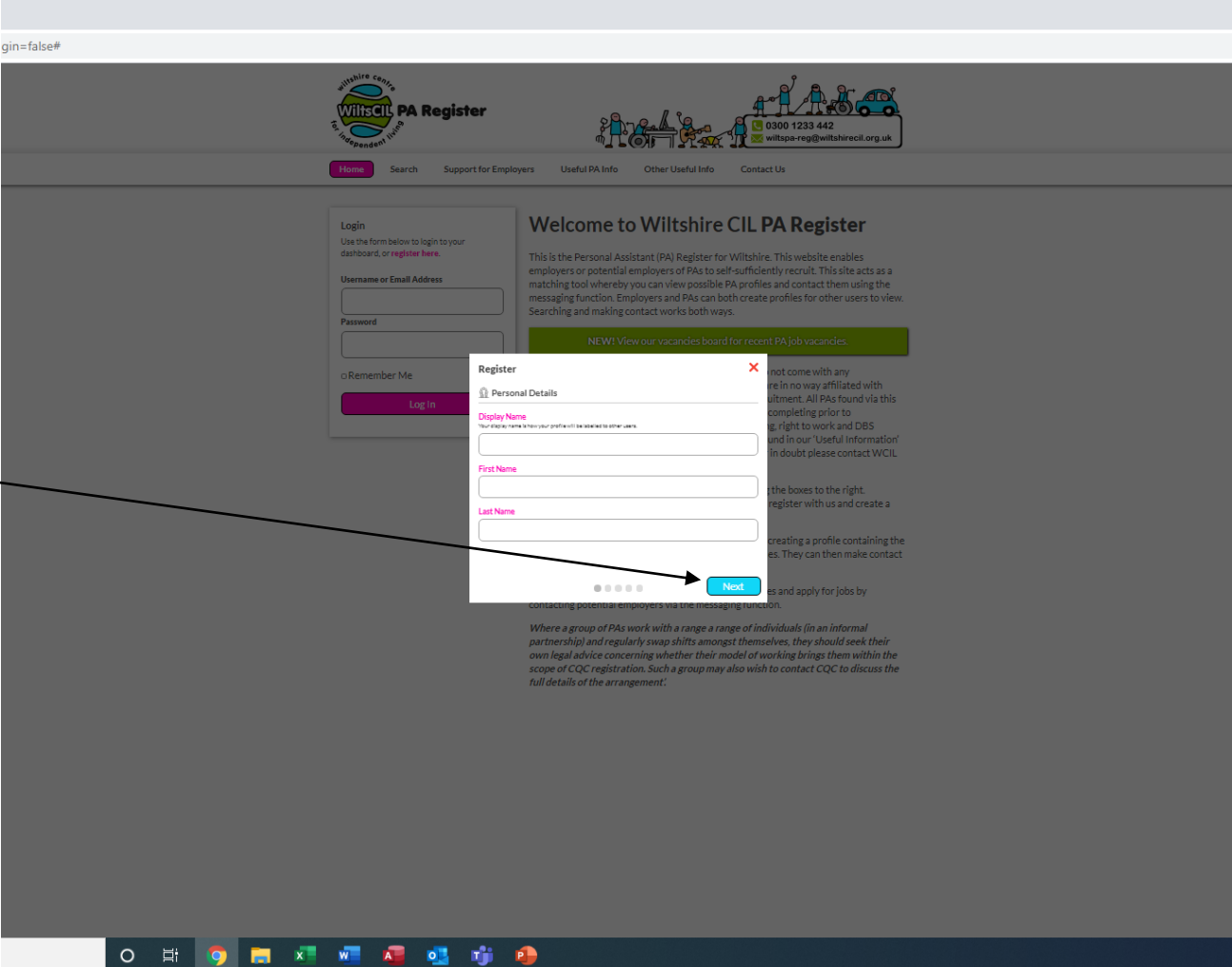
Where a group of PAs work with a range of individuals (in an informal partnership) and regularly swap shifts amongst themselves, they should seek their own legal advice concerning whether their model of working brings them within the scope of CQC registration. Such a group may also wish to contact CQC to discuss the full details of the arrangement.

New Registration?

The screen to register will display and you can add a unique User Name

Click next when completed

gin=false#



Wiltshire CIL PA Register

0300 1233 442
wiltspa-reg@wiltshirecil.org.uk

Home Search Support for Employers Useful PA Info Other Useful Info Contact Us

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NEW! View our vacancies board for recent PA job vacancies.

Register

Personal Details

Display Name
Your display name & how your profile will be shared to other users

First Name

Last Name

Next

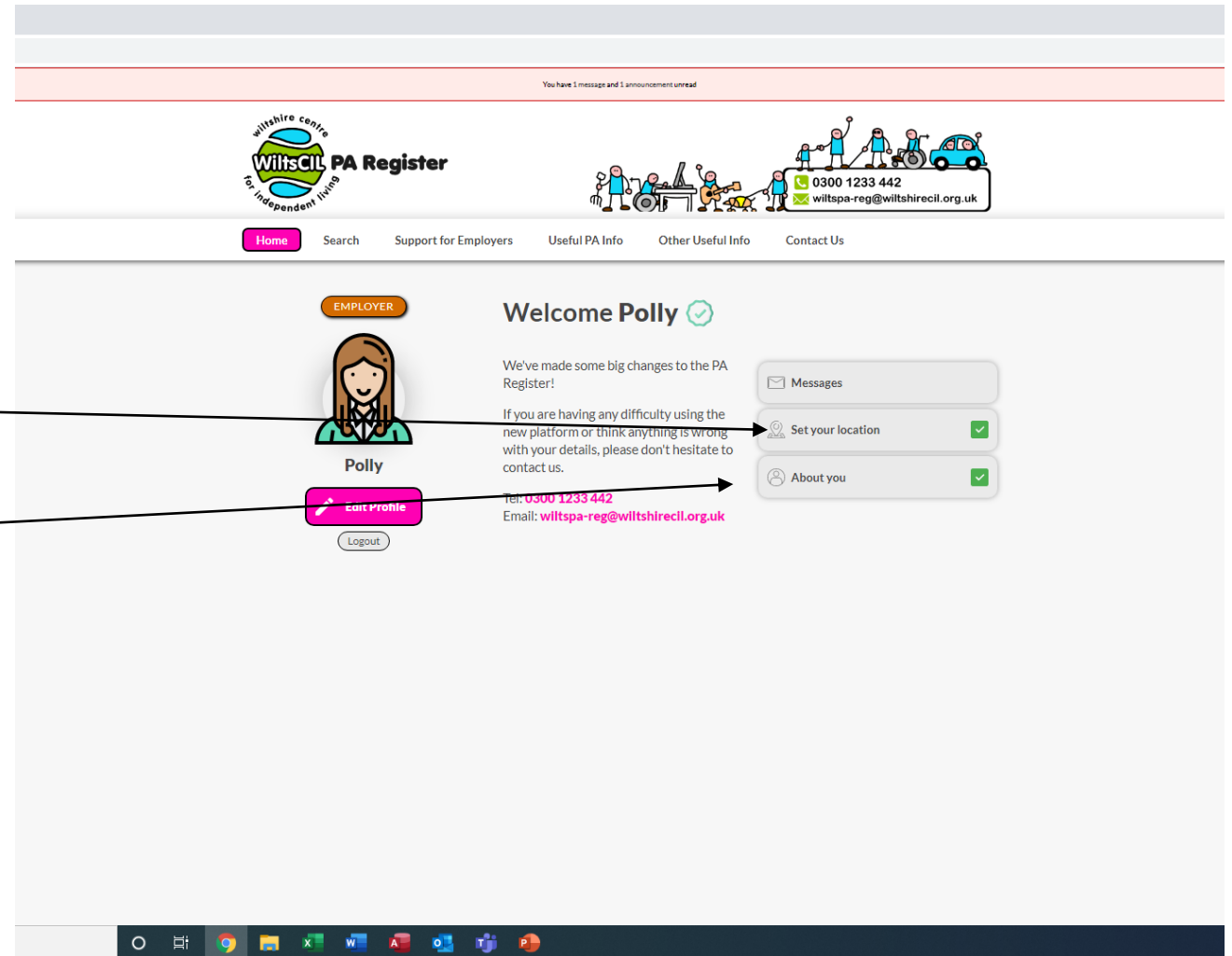
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If you are already Registered

You will receive the Welcome Screen and you can update your profile

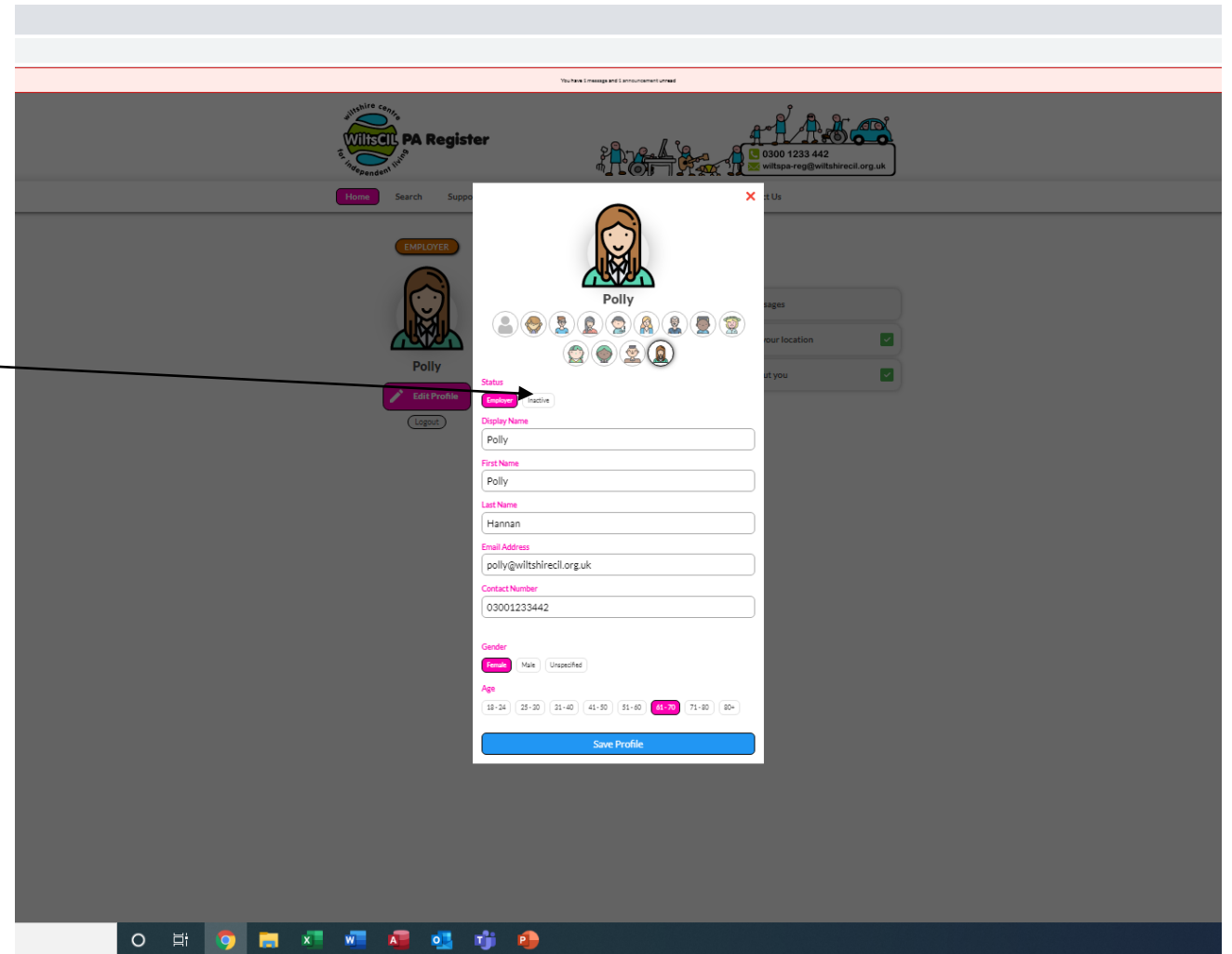
Your location will be set by postcode

Update About you information



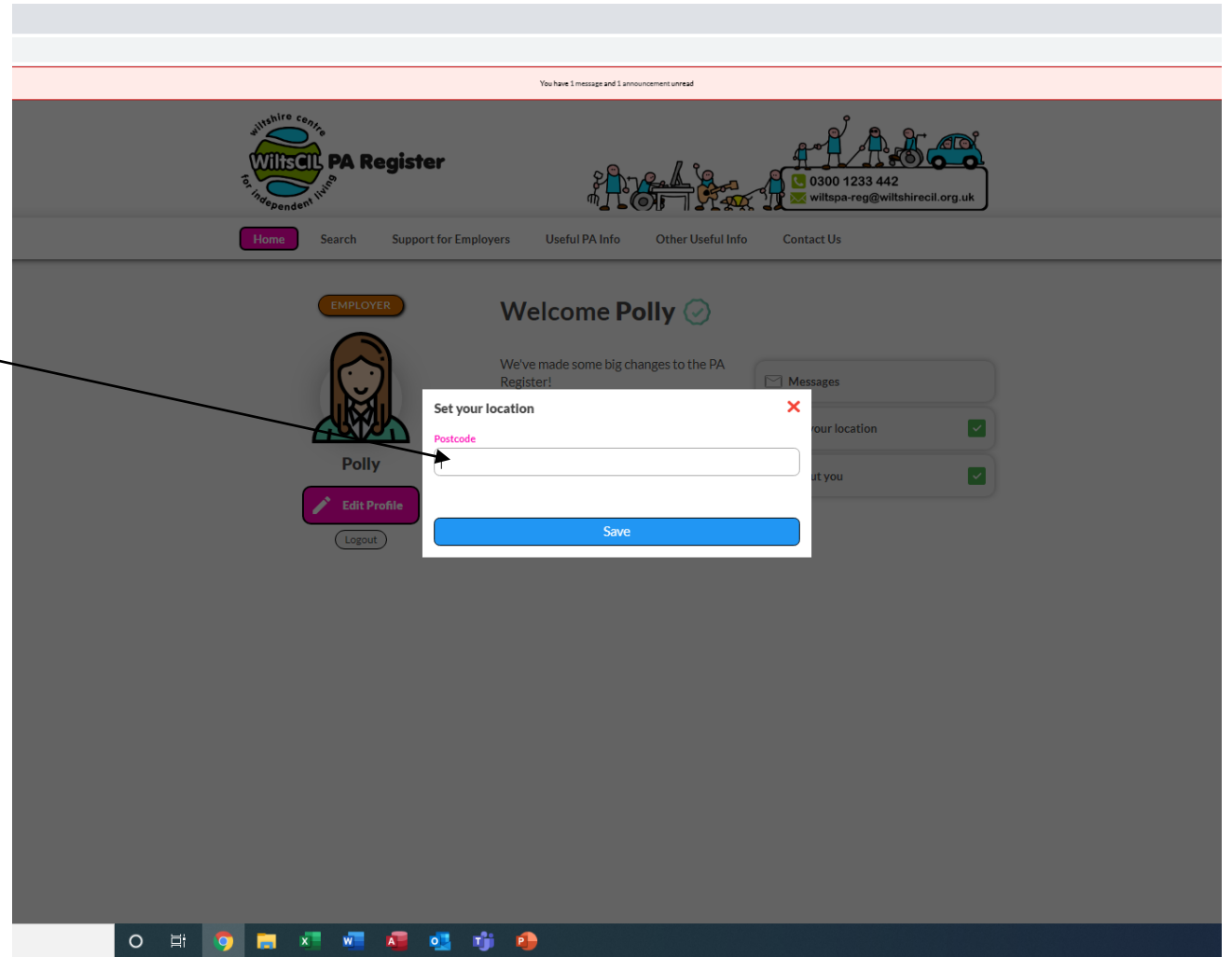
If you wish to make yourself inactive

Click on the Inactive Button and save profile
– you can make yourself active again at any time



New User? To Register

Set your postcode



Registration

Please select the fields that apply to you

The screenshot shows the Wiltshire CIL PA Register website. The header includes the logo and contact information. The main content area has a 'Welcome to Wiltshire CIL PA Register' section. A 'Register' modal is open, showing a 'Biography' section. The 'Personal Assistant' option is selected under the role. The 'Gender' field has 'Unspecified' selected. The 'Age' field has '18-34' selected. The 'Next' button is highlighted.

Wiltshire CIL PA Register

0300 1233 442
wiltspa-reg@wiltshirecil.org.uk

Home Search Support for Employers Useful PA Info Other Useful Info Contact Us

Login
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Username or Email Address
Password

☐ Remember Me

Log In

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NEW! View our vacancies board for recent PA job vacancies.

Register

Biography

☒ Personal Assistant ☐ Employer

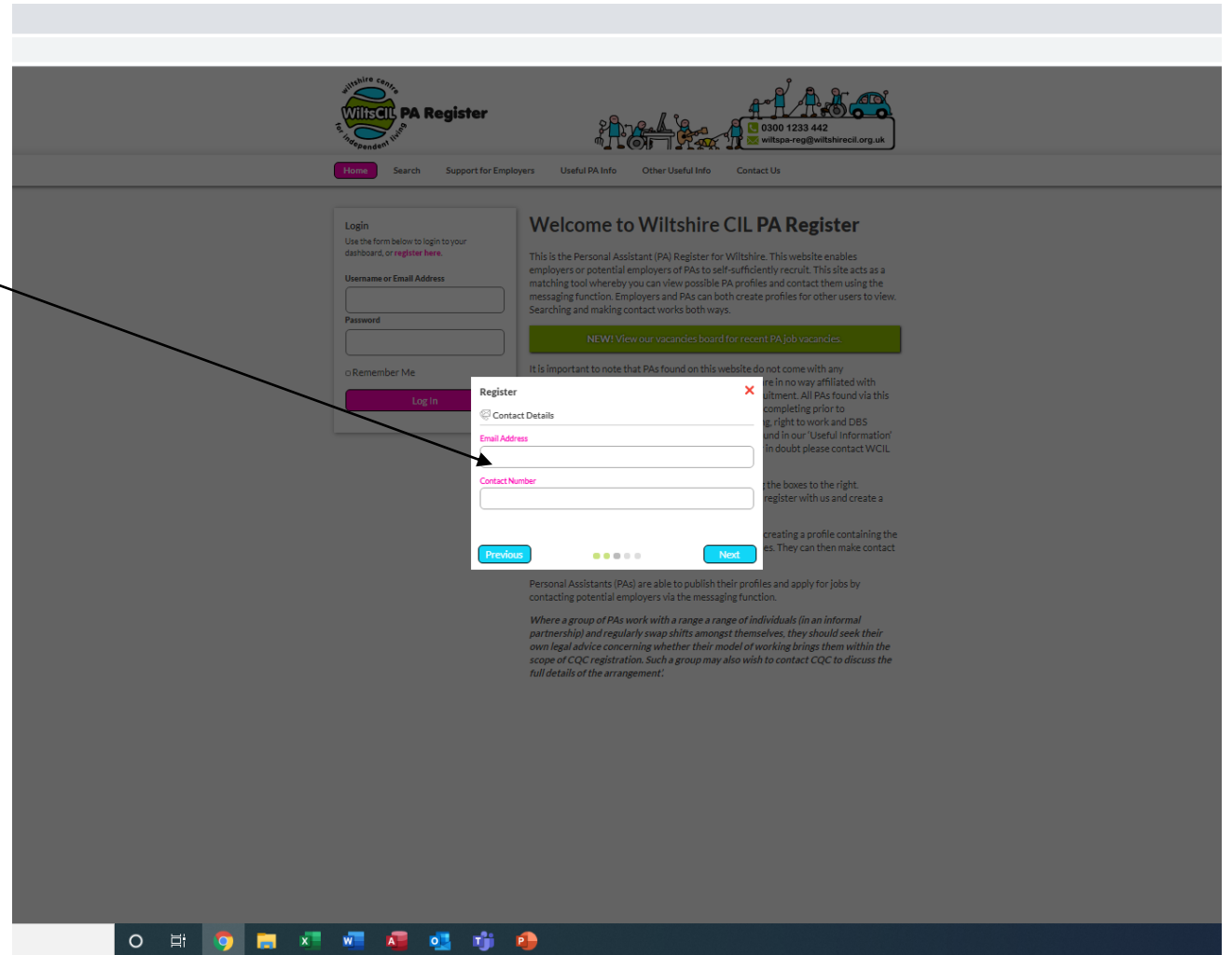
Gender
☐ Female ☐ Male ☒ Unspecified

Age
☒ 18-34 ☐ 35-50 ☐ 51-60 ☐ 61-70 ☐ 71-80 ☐ 80+

Previous Next

Contact Details

Set the details to enable contact by messages



The screenshot shows the Wiltshire CIL PA Register website. A modal window titled 'Register' is open, displaying the 'Contact Details' section. This section includes fields for 'Email Address' and 'Contact Number'. A black arrow points from the text 'Set the details to enable contact by messages' to the 'Contact Number' field. The website header includes the logo, contact information (0300 1233 442, wilspe-reg@wiltshirecil.org.uk), and navigation links (Home, Search, Support for Employers, Useful PA Info, Other Useful Info, Contact Us). The main content area welcomes users and provides information about the register's purpose and a link to view recent PA job vacancies.

Wiltshire Centre
Wiltshire CIL PA Register
For Independent Living

0300 1233 442
wilspe-reg@wiltshirecil.org.uk

Home Search Support for Employers Useful PA Info Other Useful Info Contact Us

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NEW! View our vacancies board for recent PA job vacancies.

It is important to note that PAs found on this website do not come with any guarantee. All PAs found via this website are in no way affiliated with Wiltshire CIL. All PAs found via this website are completing prior to registration. It is the responsibility of the employer to ensure that the PA is right to work and DBS checked. If in doubt please contact WCIL.

Personal Assistants (PAs) are able to publish their profiles and apply for jobs by contacting potential employers via the messaging function.

Where a group of PAs work with a range of individuals (in an informal partnership) and regularly swap shifts amongst themselves, they should seek their own legal advice concerning whether their model of working brings them within the scope of CQC registration. Such a group may also wish to contact CQC to discuss the full details of the arrangement.

Register

Contact Details

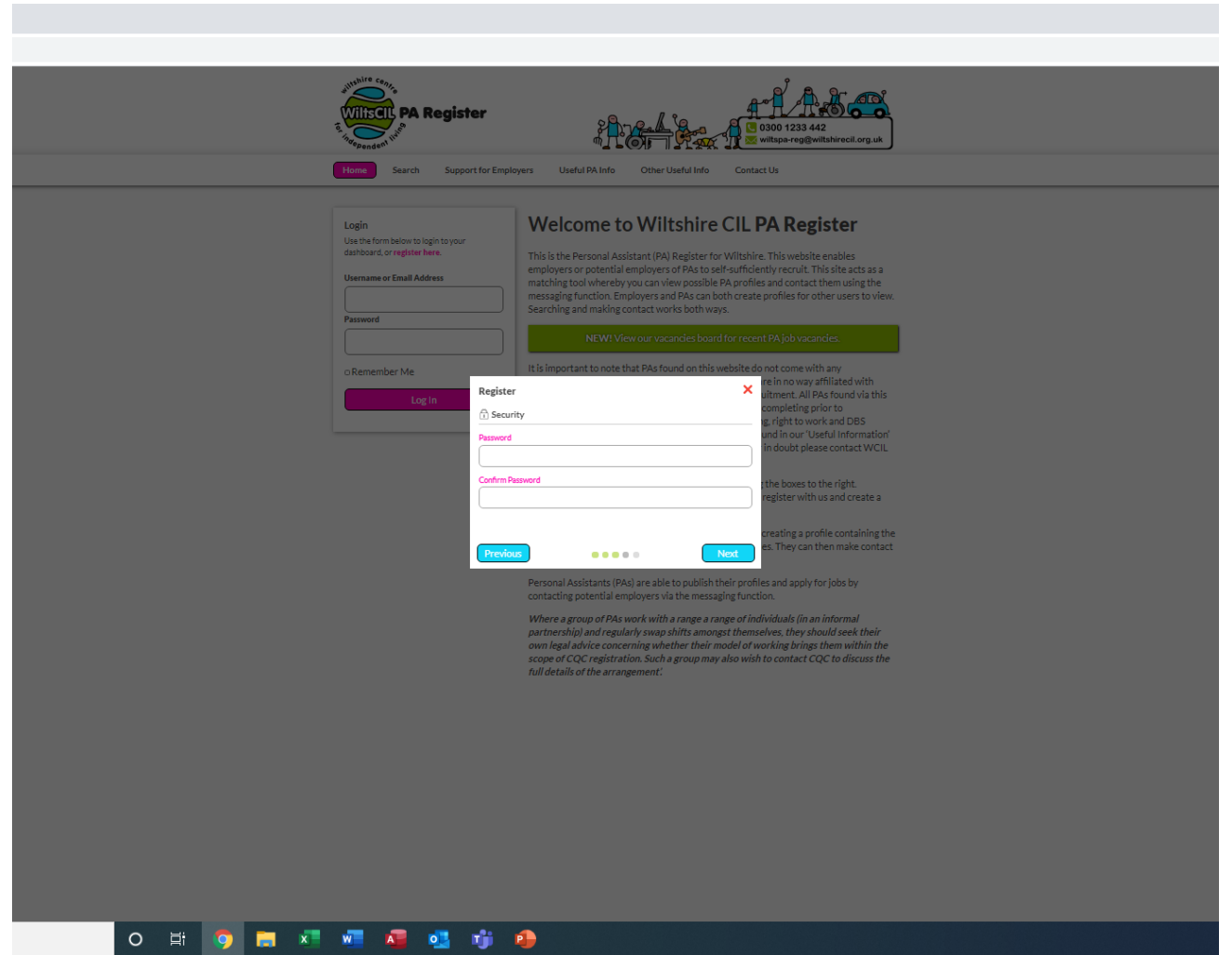
Email Address

Contact Number

Previous Next

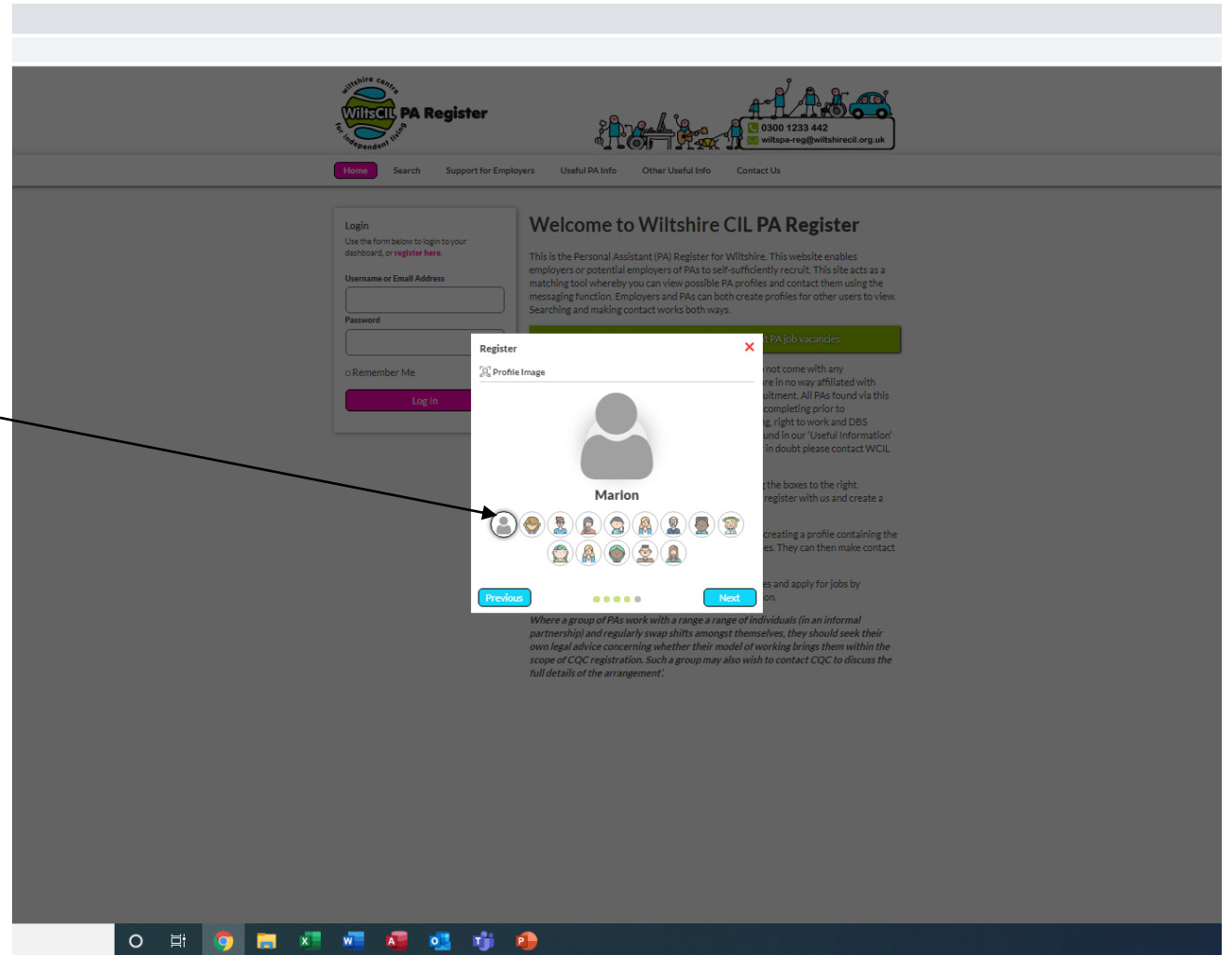
Set a unique password

Best to use a mixture of Upper and Lower Case and a number



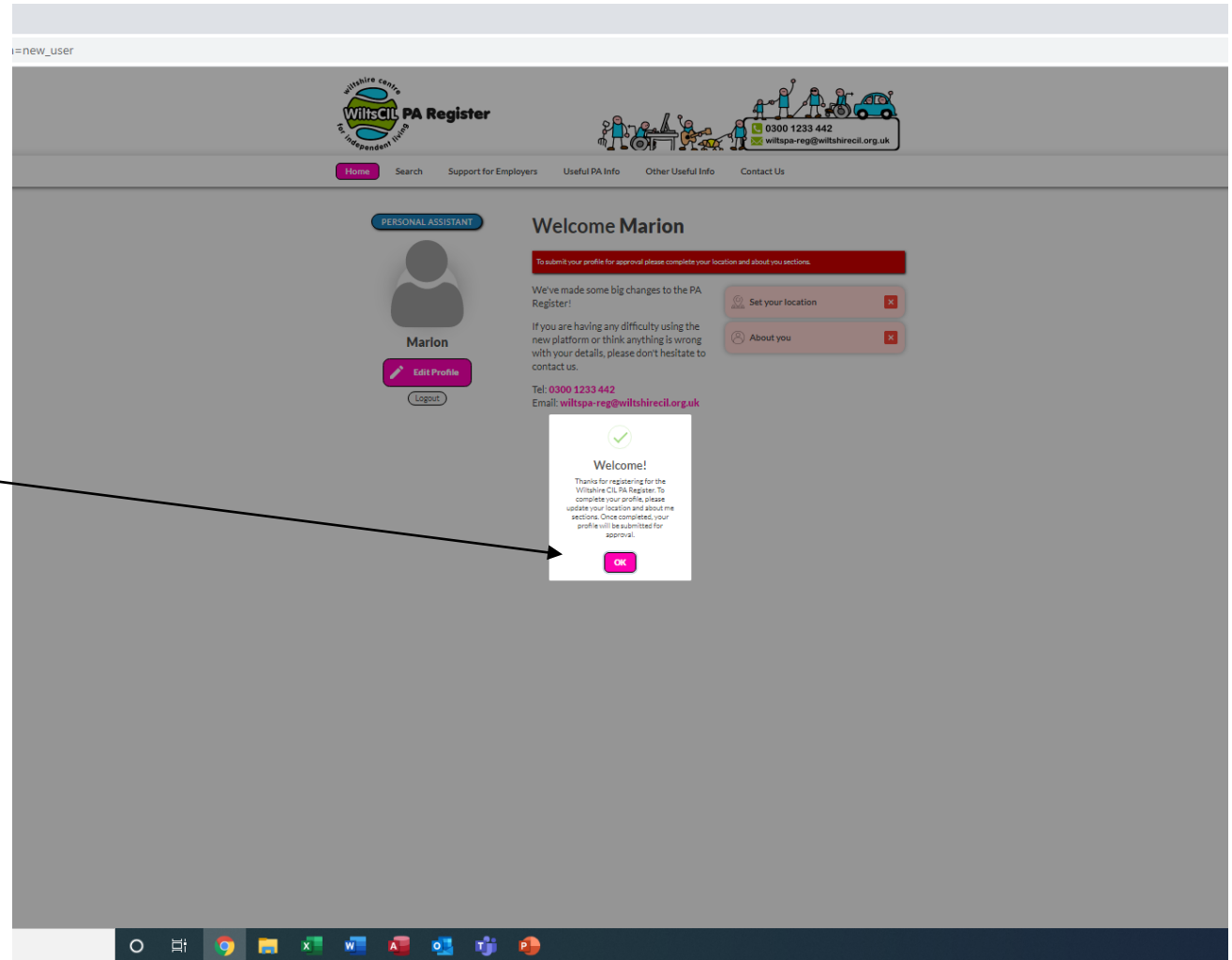
Click Next when done

Select a profile picture if you wish – this is optional



You will receive Welcome Notice

This will prompt you to set your location and about you – once you have completed this information it will send a message to admin to approve your profile – we aim to do this within 2 working days



About you

This is information that will be seen by potential PAs if they are searching for an Employer – so please put information about yourself and the support you require

Admin will approve your profile based on the information provided or ask for more information to be added

Once approved you can search for PAs on the Register and send and receive messages

Wiltshire centre
WiltCIL PA Register
for independent living

Home Search Support

EMPLOYER

Polly

Edit Profile Logout

You have 1 message and 1 announcement unread

About you

Quick Intro
A quick intro about your self, what assistance you require or how you can help others and if volunteering, when you are available.

This is a test profile.

Smoker?
Please confirm if you are a current smoker.
☒ No ☐ Yes

Assistance Start
If you have a specific date you need assistance to start from, please enter it here:

Assistance Hours
Hours and times of when you require assistance. For example, 1pm - 4pm.

Pay Rate
The rate of pay you are offering. For example, £9 p/h.

Holiday Rate
The rate of annual leave you are offering. For example, 5.6 weeks per year.

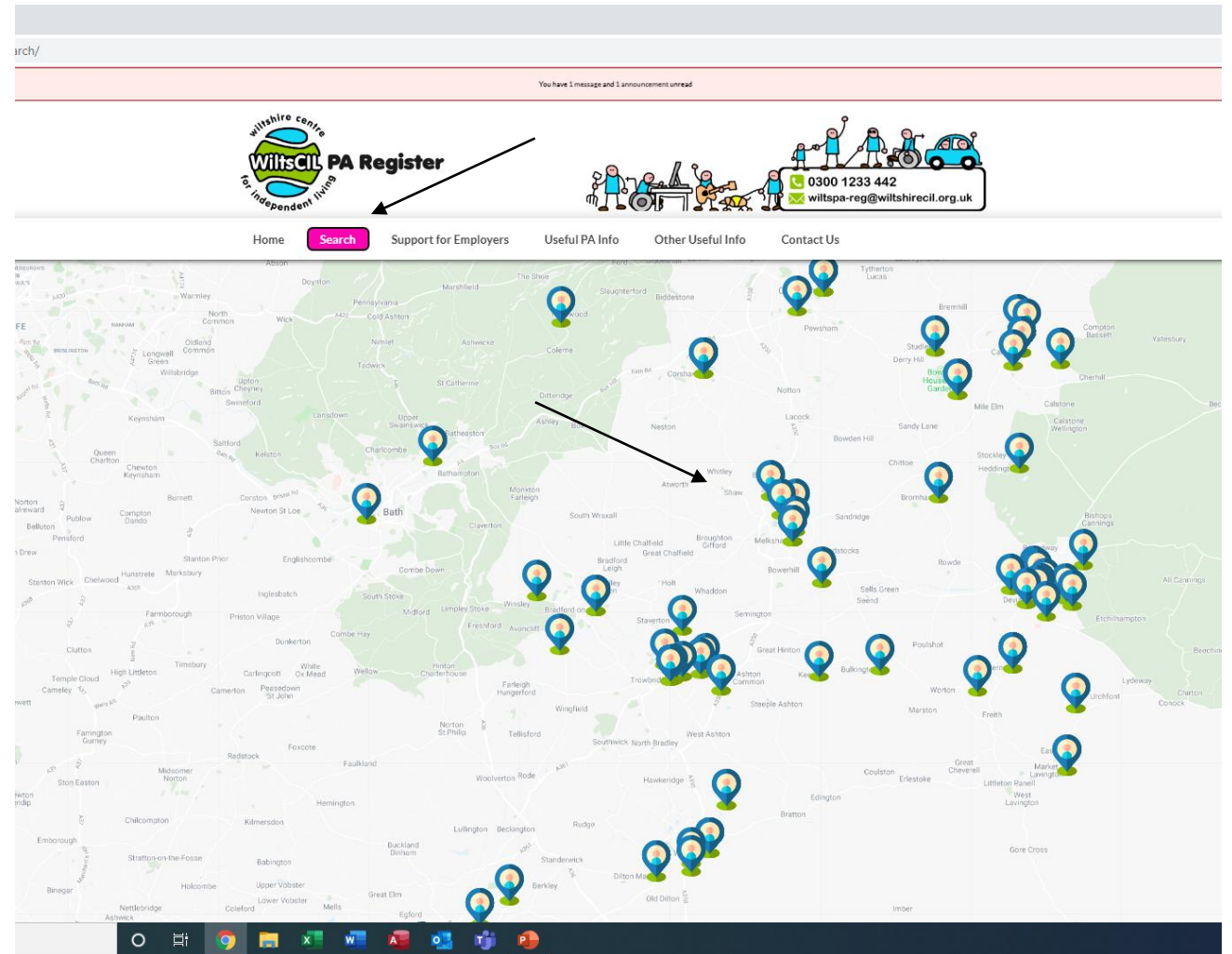
Desirable Assistant Traits
Enter a summary of the qualities you'd look for in the ideal assistant.

0300 1233 442
wiltspa-reg@wiltshirecil.org.uk

Messages
Your location ☒
at you ☒

Searching for a PA?

The register will use the postcode you set and will display PA as icons, you can click on the icon to see individual profiles



Seeing the profile

Each profile is set up by the PA

You can send a message if you wish more information or want to arrange to meet

irch/


You have 1 message and 1 announcement unread

Wiltshire centre
Wiltscil PA Register
for independent living

0300 1233 442
wiltspa-reg@wiltshirecil.org.uk

Home Search Support Us



PERSONAL ASSISTANT


Maz



[Send Message](#)


Gender: Female Age: 51 - 60

Personal Interests

 Interested in the arts  Open to new experiences

Training

 Moving & Handling (can also be called Manual Handling)  First Aid

 Emergency First Aid

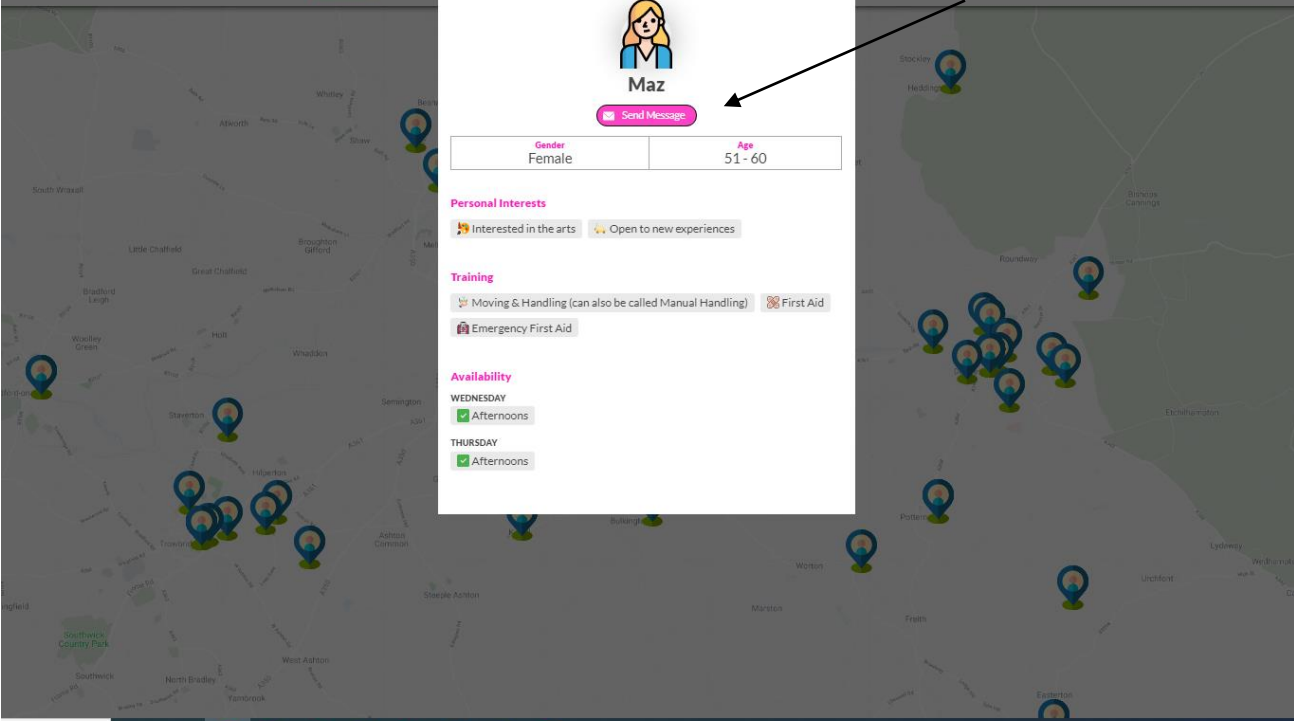
Availability

WEDNESDAY

☒ Afternoons

THURSDAY

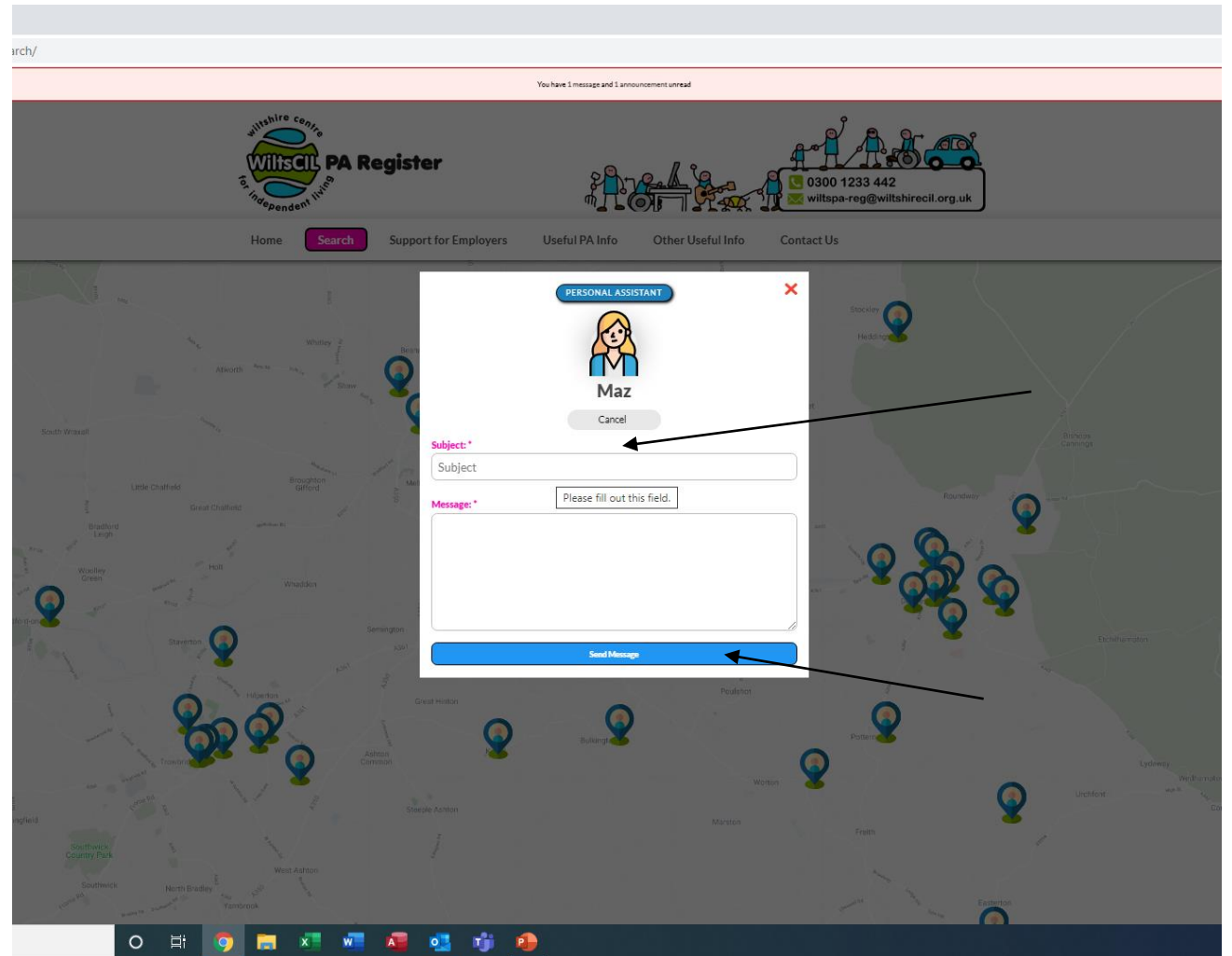
☒ Afternoons



Sending a message to a PA

Enter Subject and brief summary

Click on Send Message

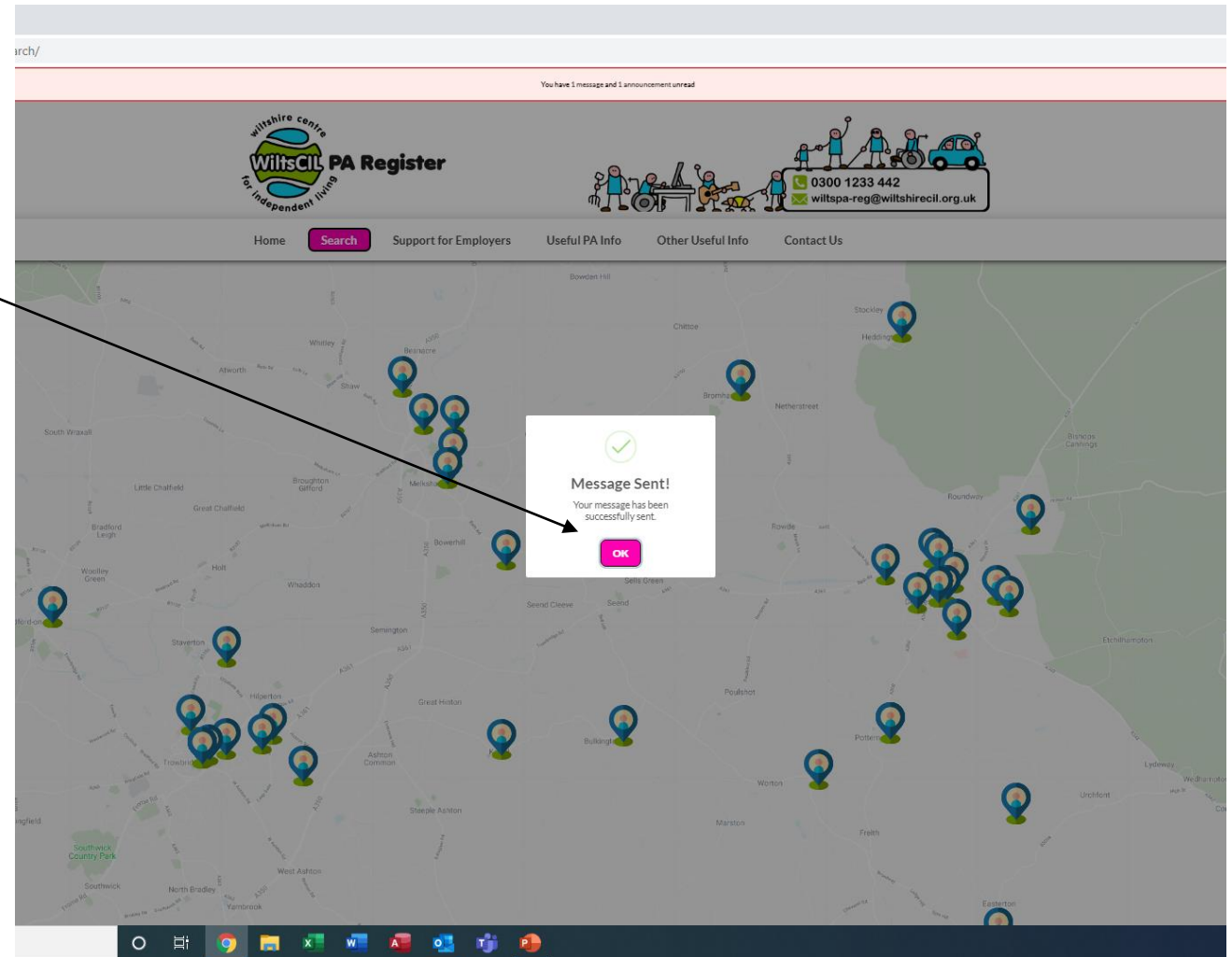


Message sent

You will see that message has been sent

You can then send further messages to other potential PA's

Remember - to read any responses you will need to log back into your account



Messages

If you receive a message from a PA – you will receive an email, it is important in order to reply to that message you log into your account on PA Register and reply there and not to the email as this will not reach the sender.

Please do try to respond to messages even if it to say vacancy is now filled -

We cannot accept any responsibility if a PA on the register fails to respond to your message but we do request all Users to respond to any messages

The screenshot shows the Wiltshire Centre for Independent Living (WiltCIL) PA Register website. The header includes the WiltCIL logo, the text "WiltCIL PA Register", and contact information: "0300 1233 442" and "wiltspa-reg@wiltshirecil.org.uk". A navigation bar contains links: Home, Search, Support for Employers, Useful PA Info, Other Useful Info, and Contact Us. A red banner at the top right states "You have 1 message and 1 announcement unread". The main content area is titled "Messages" and features a "New Message" button, a "Message Box(1)" button, a "Settings" button, and an "Announcement(1)" button. Below these is a search bar labeled "Search Messages". A "Bulk action" dropdown menu is set to "Bulk action" with an "Apply" button. A "Show all" dropdown is also present. The message list shows five entries:

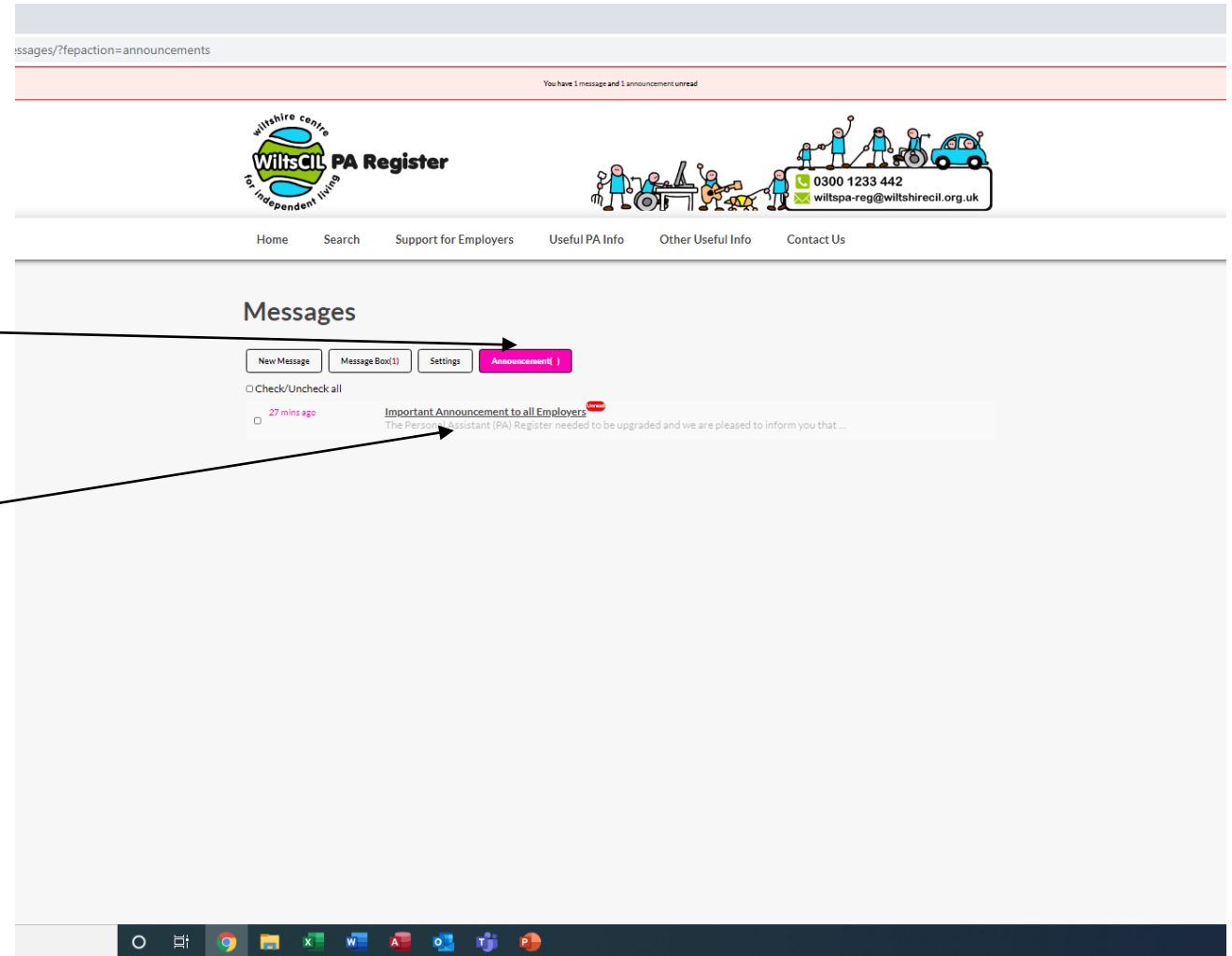
From	Subject	Preview
Polly	Test message	Thank you got ...
WiltCIL01	Test message	Thank you ...
Polly	Looking for staff	Thank you for your interest - ...
Polly	Hi Louise	Test email - please respond if you ...
WiltCIL01	Test message	Test number ...

The Windows taskbar at the bottom shows icons for various applications including Chrome, File Explorer, Word, and PowerPoint.

Announcement

From time to time Wiltshire CIL may send out an announcement to all Employers and/or Personal Assistants.

You will receive an email and you can read the announcement when you next log in





Contacting Us

You can contact us using the Contact Us form, please send a brief message, we will aim to respond within 2 working days

contact-us/

You have 1 message and 1 announcement unread

 **WiltCIL PA Register**

 0300 1233 442
wiltspa-reg@wiltshirecil.org.uk

[Home](#) [Search](#) [Support for Employers](#) [Useful PA Info](#) [Other Useful Info](#) [Contact Us](#)


Contact Us

Your Name*

Your Email*

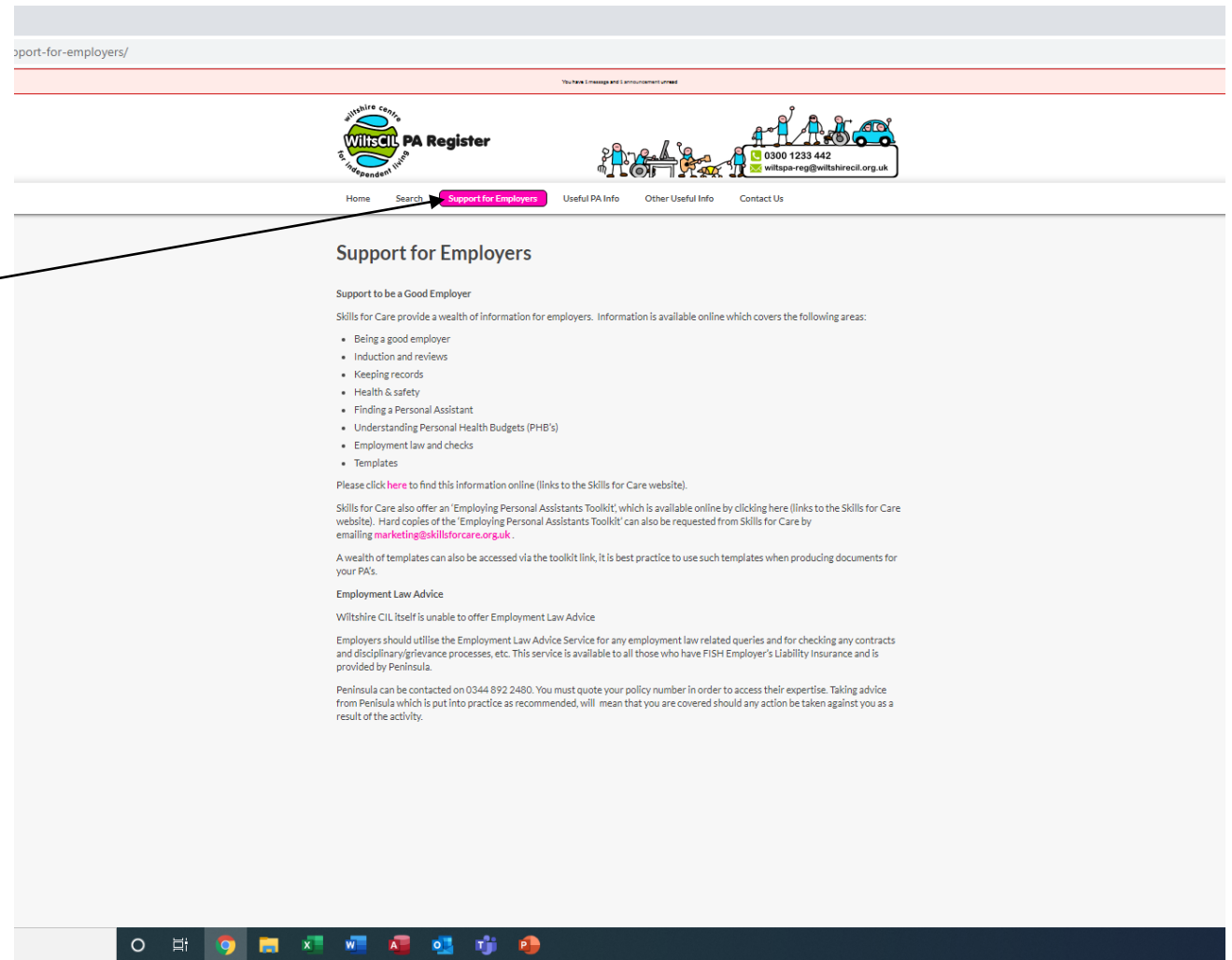
Subject

Message*



Other pages

If you require any other support, please check our Support for Employers link





Other Useful Info

We have links to other websites that you may find useful

er-useful-info/

You have 1 message and 1 announcement unread

 **Wiltshire PA Register**

 0300 1233 442
wiltspa-reg@wiltshirecil.org.uk

Home Search Support for Employers Useful PA Info **Other Useful Info** Contact Us

Other Useful Info

You may have a specific area in which you need support. It is often the experts in a certain area who can best provide the right support for you. Below is a list of support organisations in Wiltshire and a brief description of what they do:

General Social Care Support

Your Care Your Support Wiltshire

Information for adults and people with disabilities to keep health and well. Also provide information on social care and information for people who care for someone in Wiltshire.

Website: www.yourcareyoursupportwiltshire.org.uk

Phone: 0300 456 0111

Email: customeradvisors@wiltshire.gov.uk

Wiltshire Council – Social Health & Care

Social care services in Wiltshire help people live safely and independently in their local communities. There are a wide range of services for children and families and for adults and their carers. Services include family support, home care, residential care, fostering and adoption.

Website: www.wiltshire.gov.uk/healthandsocialcare

Phone: 0300 456 0111

Email: customeradvisors@wiltshire.gov.uk

The Wiltshire Parent Carer Council

The WPCC provides a specialist consultation and participation service that enables parents and carers to voice their opinions about the services and support that their families receive.

Website: www.wiltshireparentcarercouncil.co.uk

Call the WPCC Helpline: 01225 764647
Email: admin@wiltspcc.co.uk
Open 10am – 5pm, Monday – Friday

Mental Health

Wiltshire Mind

Wiltshire Mind is a local Independent Mental Health Charity based in Melksham and provides County-wide services. We are a voluntary organisation affiliated to Mind, working towards a better life for people diagnosed (or not), labelled and treated as mentally ill.

Website: www.wiltshiremind.co.uk

Phone: 01225 706532

Email: office@wiltshiremind.co.uk

Rethink

Log out

Remember to log out at the end of your session

