

Welcome to PA Register – PA's

If you are a new User

You can set up a new profile using

[Register here](#)

Using your email address and setting up a unique password

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

The screenshot displays the Wiltshire CIL PA Register website. 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 button to 'View our vacancies board for recent PA job vacancies.' Below this, there is a detailed note about pre-employment checks and a section for already registered users. At the bottom, there is a Windows taskbar with various application icons.

Login
Use the form below to login to your dashboard or [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.

Don't wish to register?

If you are searching for employment, we sometimes help by advertising vacancies on our front page – you do not need to log in to see these – just click on

New – View our Vacancies Board

gin=false



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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Current Job Vacancies

If you wish to view a vacancy click on the tab and if you would like to apply or wish further information you can follow the link

vacancies-board/



Wiltshire Centre for Independent Living
WiltCIL PA Register



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

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

Vacancy Board

Please see below for our current vacancies for PA's in the Wiltshire area - these are sorted in order of when the adverts have been placed (most recent being at the top). Please note there are other vacancies as these do not include any that Individual Employers are advertising on the register, to view these you will need to compile a profile.

If you have any questions, you can get in touch with the team on 0300 1233 442 or email wiltspa-reg@wiltshirecil.org.uk. By clicking on the email link in each vacancy, this will generate an email with the correct subject field automatically ready to send with your message.

If you have not heard back about a role within 4 weeks of enquiring, please assume that you have not been successful on this occasion unless contacted otherwise.

Current Job Vacancies

MG119 Sleep in required - Bromham

MG117 - Salisbury 14 hours plus extra school holidays

MG118 - Trowbridge between 6 and 9 hours per week

MG116 - Calne - Wednesday to Thursday and every other weekend

MG115 - Malmesbury 20 hours (mornings Monday - Friday)

MG113 - Cricklade - Saturdays

MG112 - Ludgershall - 8 Hours

Trowbridge PA/Carer /Support worker - Temp /summer job - MG111

MG109 - Tidworth


MG110: Between Calne & Chippenham Various Hours Available Afternoons - updated hours - Job Share

MG106 - Trowbridge - up to 40 Hours Monday - Friday

MG108 -Trowbridge 1-2 Saturdays per month.

MG102 - Melksham - 10 hours

MG100 - Nr Devizes

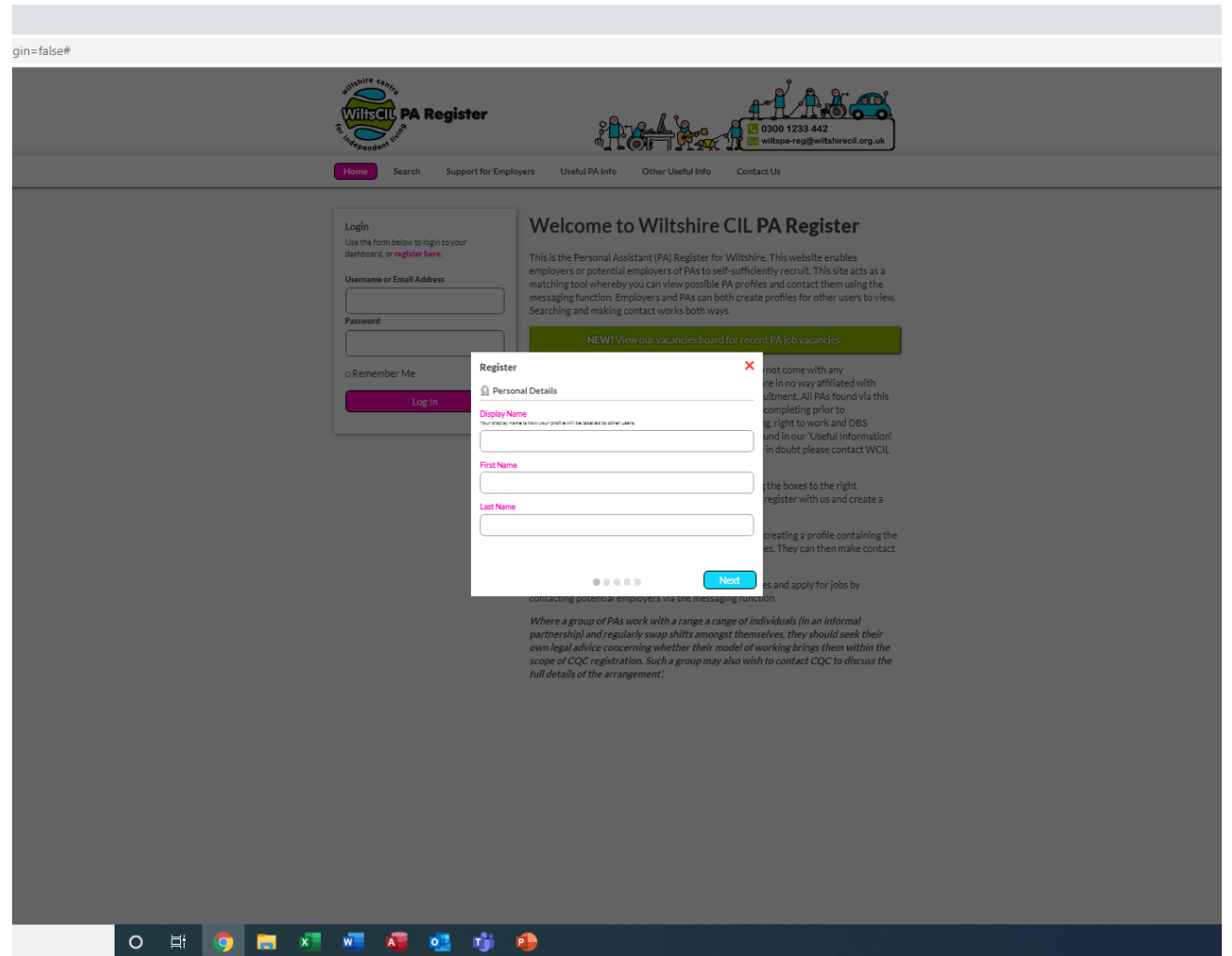


New Registration?

You 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 is how your profile will be shared to other users

First Name

Last Name

Next

not come with any
are in no way affiliated with
utment. All PAs found via this
completing prior to
right to work and DBS
and in our 'Useful Information'
in doubt please contact WCIL

the boxes to the right.
register with us and create a

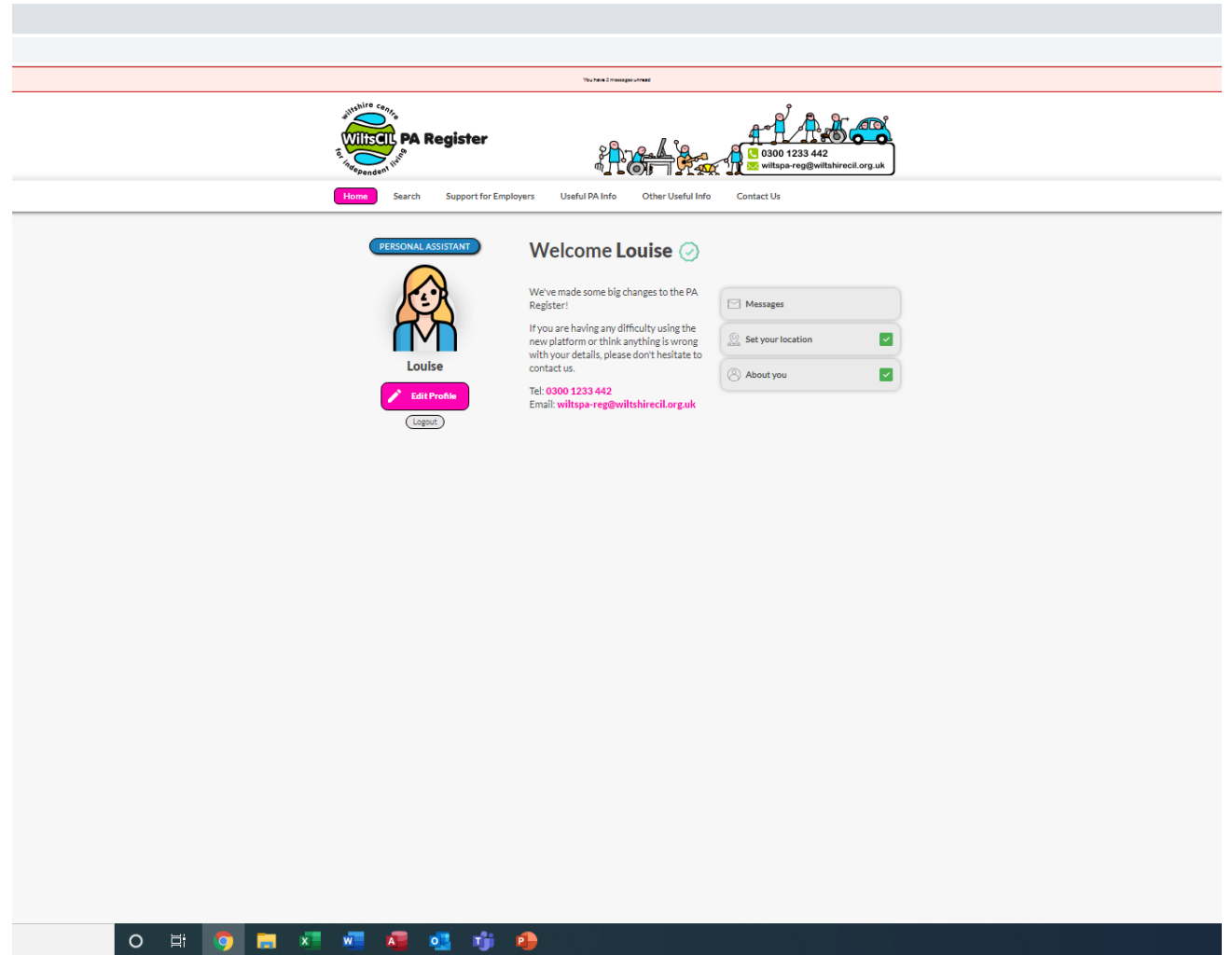
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If you are already Register

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



If you wish to make yourself inactive

Click on the Inactive Button and save profile

The screenshot shows the Wiltshire Centre for Independent Living (WiltCIL) PA Register website. The user profile for Louise Maddox is displayed. The profile includes a profile picture, a status dropdown menu, and various contact details. The status dropdown menu is open, showing options for 'Personal Assistant' and 'Inactive'. An arrow points from the text 'Click on the Inactive Button and save profile' to the 'Inactive' button. The 'Save Profile' button is at the bottom of the modal.

Wiltshire Centre for Independent Living
WiltCIL PA Register

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

Home Search Support

PERSONAL ASSISTANT

Louise

Edit Profile Logout

Status

Personal Assistant Inactive

Display Name

Louise

First Name

Louise

Last Name

Maddox

Email Address

louise@wiltshirecil.org.uk

Contact Number

0300 1233 442

Gender

Female Male Unspecified

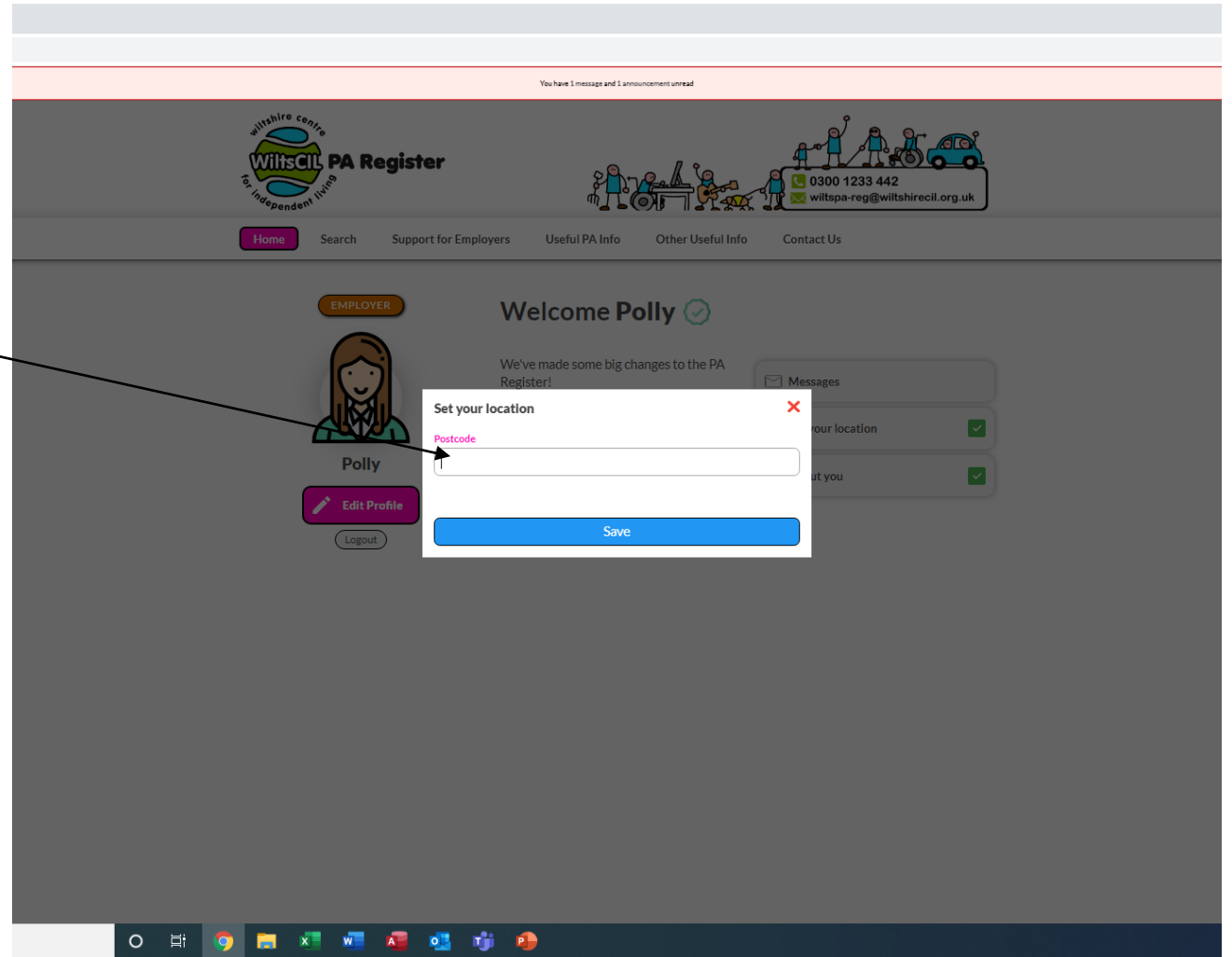
Age

18-24 25-30 31-40 41-50 51-60 61-70 71-80 80+

Save Profile

New User? To Register

Set your postcode



Registration

Some basic information is needed

The screenshot displays the Wiltshire CIL PA Register website. The header includes the logo, contact information (0300 1233 442, wiltspa-reg@wiltshirecil.org.uk), and navigation links (Home, Search, Support for Employers, Useful PA Info, Other Useful Info, Contact Us). The main content area features a 'Welcome to Wiltshire CIL PA Register' message and a 'NEW! View our vacancies board for recent PA job vacancies' link. A 'Login' form is visible on the left, and a 'Register' modal is open in the center. The 'Register' modal has a 'Biography' section with fields for Role (Personal Assistant, Employer), Gender (Female, Male, Unspecified), and Age (18-34, 35-50, 51-60, 61-70, 71-80, 80+). The 'Next' button is highlighted in blue. A Windows taskbar is visible at the bottom of the screen.

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
Use the form below to login to your dashboard, or [register here](#).

Username or Email Address
Password

☐ Remember Me

Log In

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Register

Biography

Role
☒ Personal Assistant ☐ Employer

Gender
☐ Female ☐ Male ☒ Unspecified

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

Previous Next

not come with any
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Contact Details

Set the details to enable contact by messages

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Wiltshire Centre
Wiltshire CIL PA Register
For Independent Living

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

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Register

Contact Details

Email Address

Contact Number

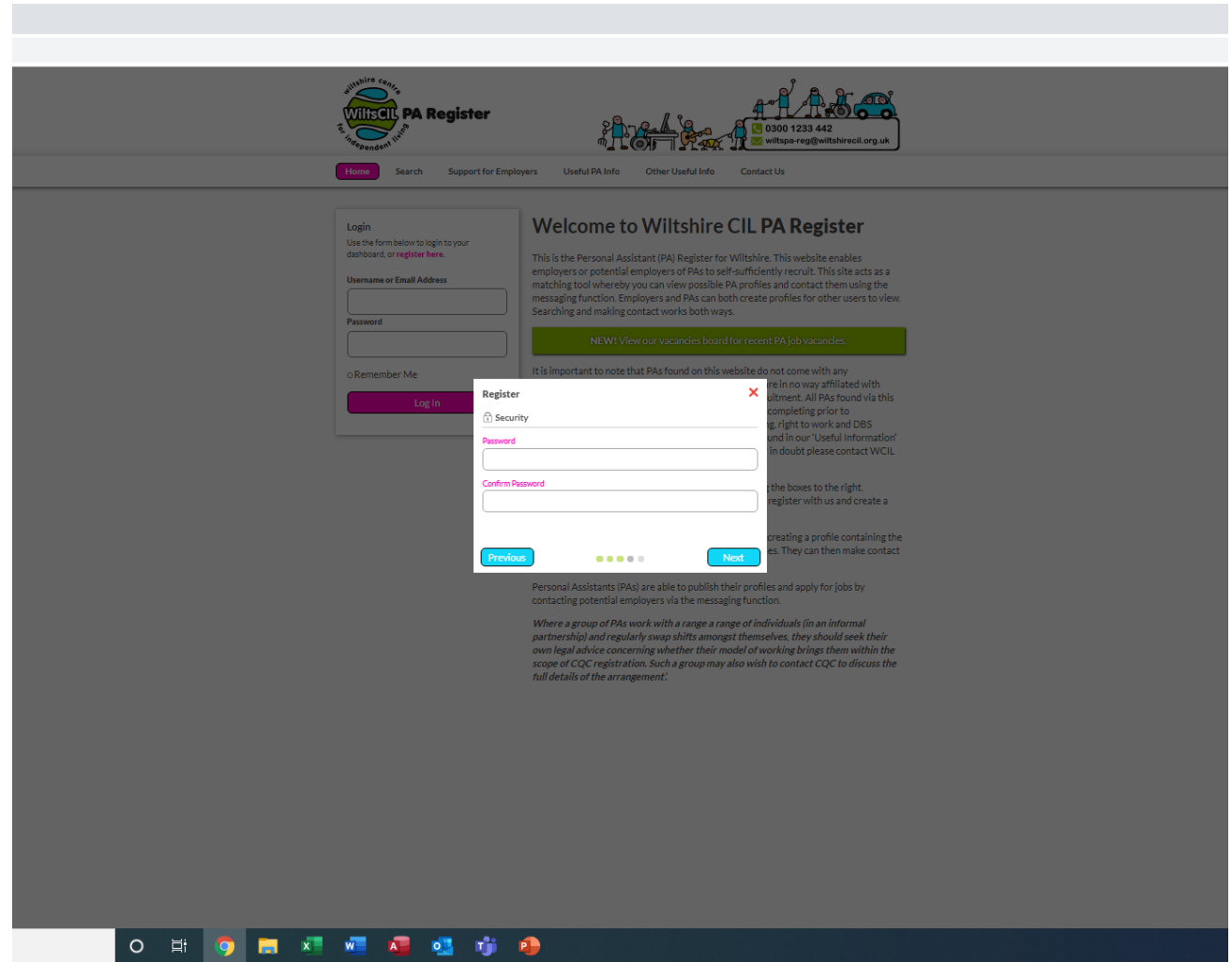
[Previous](#) [Next](#)

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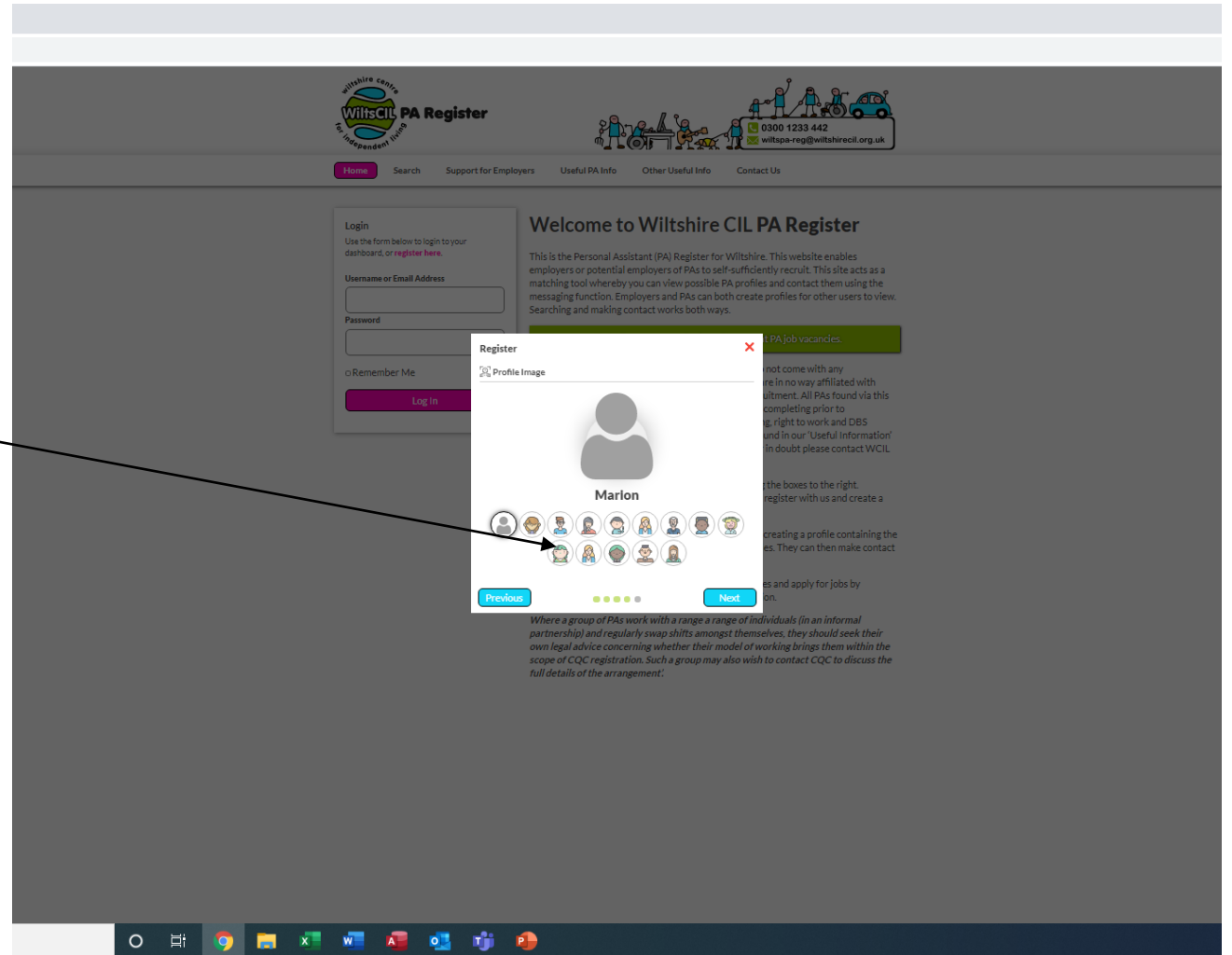
Set a unique password

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



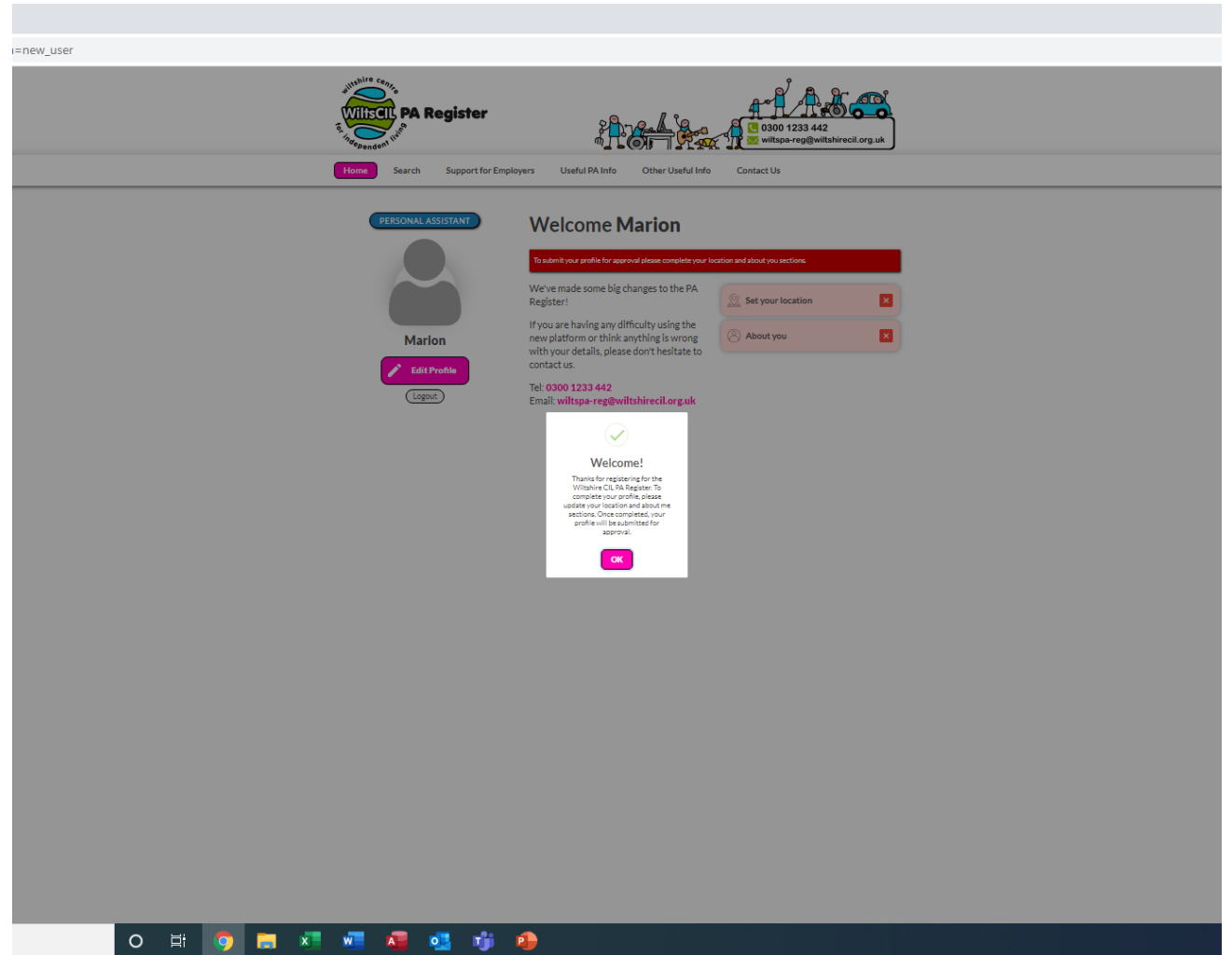
Click Next when done

If you want to use a picture – you can select one of the icons



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 you a Welcome Message. You will need to complete your profile and once completed it will send your profile for approval



About you


This Information will be seen by potential Employers if they are searching for PA – so please put information about yourself and the support you can provide.

You have 1 message and 1 announcement unread

**Wiltshire centre
Wiltspa PA Register
for independent living**

Home Search Support

EMPLOYER


Polly
Edit Profile
Logout

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 ☒

Windows taskbar: File Explorer, Google Chrome, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, Microsoft Teams, Microsoft Edge

Messages

If you receive a message from an employer – 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 respond to any messages – even if you are not interested.

The screenshot shows the 'Messages' page of the Wiltshire Centre for Independent Living PA Register. At the top, there is a navigation bar with links: Home, Search, Support for Employers, Useful PA Info, Other Useful Info, and Contact Us. Below the navigation bar, the 'Messages' section is displayed. It includes a 'New Message' button, a 'Message Box (1)' button (highlighted with a red arrow), a 'Settings' button, and an 'Announcement(1)' button. A search bar labeled 'Search Messages' is present. Below the search bar, there is a 'Bulk action' dropdown menu and an 'Apply' button. A 'Show all' dropdown is also visible. The message list contains five entries, each with a checkbox, a sender name, a timestamp, and a subject line. The messages are from Polly and WiltsCIL01, with subjects like 'Test message', 'Looking for staff', and 'Hi Louise'.

issages/?fepaction=messagebox

You have 1 message and 1 announcement unread

Wiltshire centre
WiltshireCIL PA Register
for independent living

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

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

Messages

New Message Message Box (1) Settings Announcement(1)

Search Messages

Bulk action Apply Show all

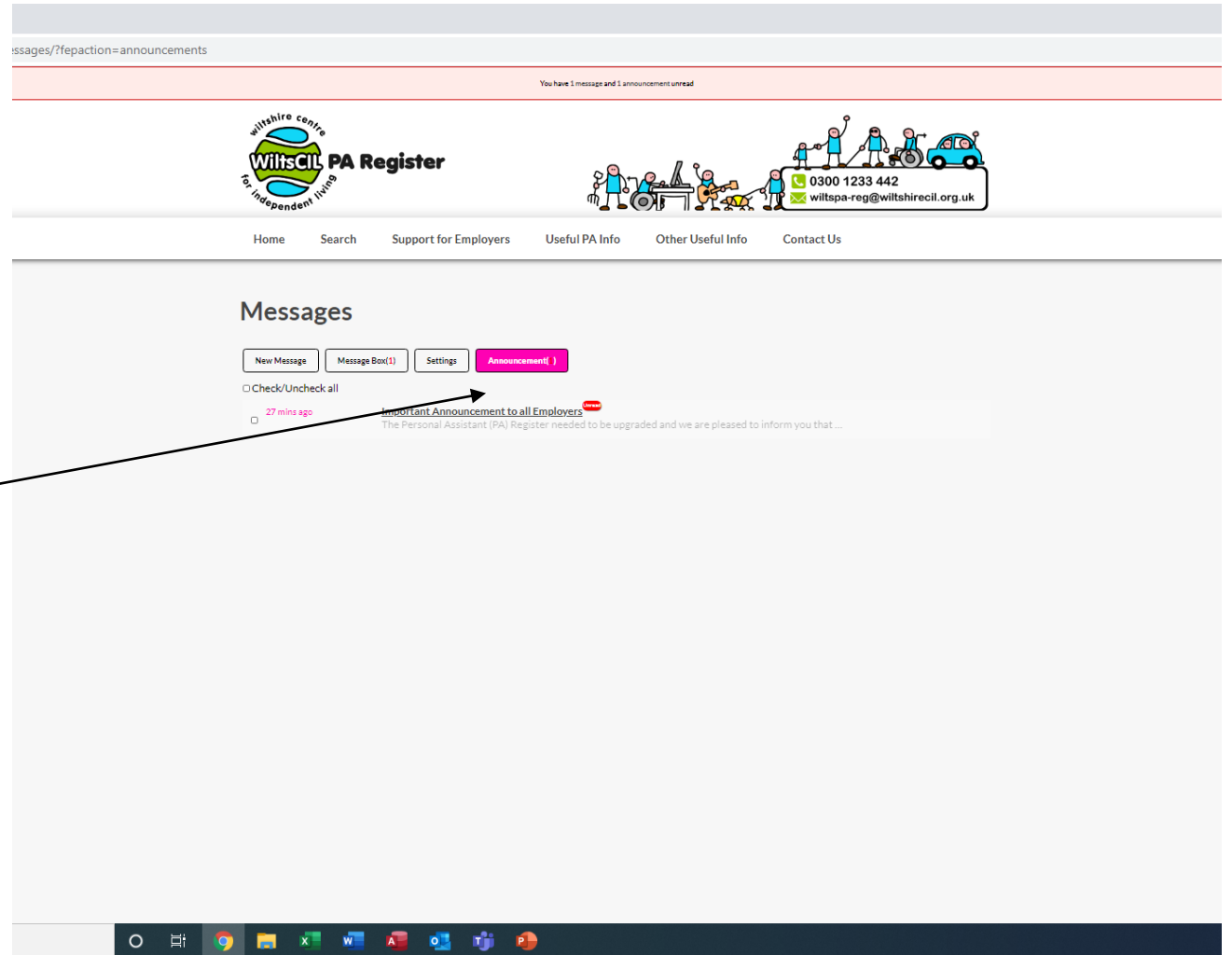
☐ Check/Uncheck all

<input type="checkbox"/> Polly	6 August 2020 12:11 pm	Test message Thank you got ...
<input type="checkbox"/> WiltsCIL01	6 August 2020 12:03 pm	Test message Thank you ...
<input type="checkbox"/> Polly	6 August 2020 11:57 am	Looking for staff Thank you for your interest - ...
<input type="checkbox"/> Polly	5 August 2020 9:29 am	Hi Louise Test email - please respond if you ...
<input type="checkbox"/> WiltsCIL01	5 August 2020 9:25 am	Test message Test number ...

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

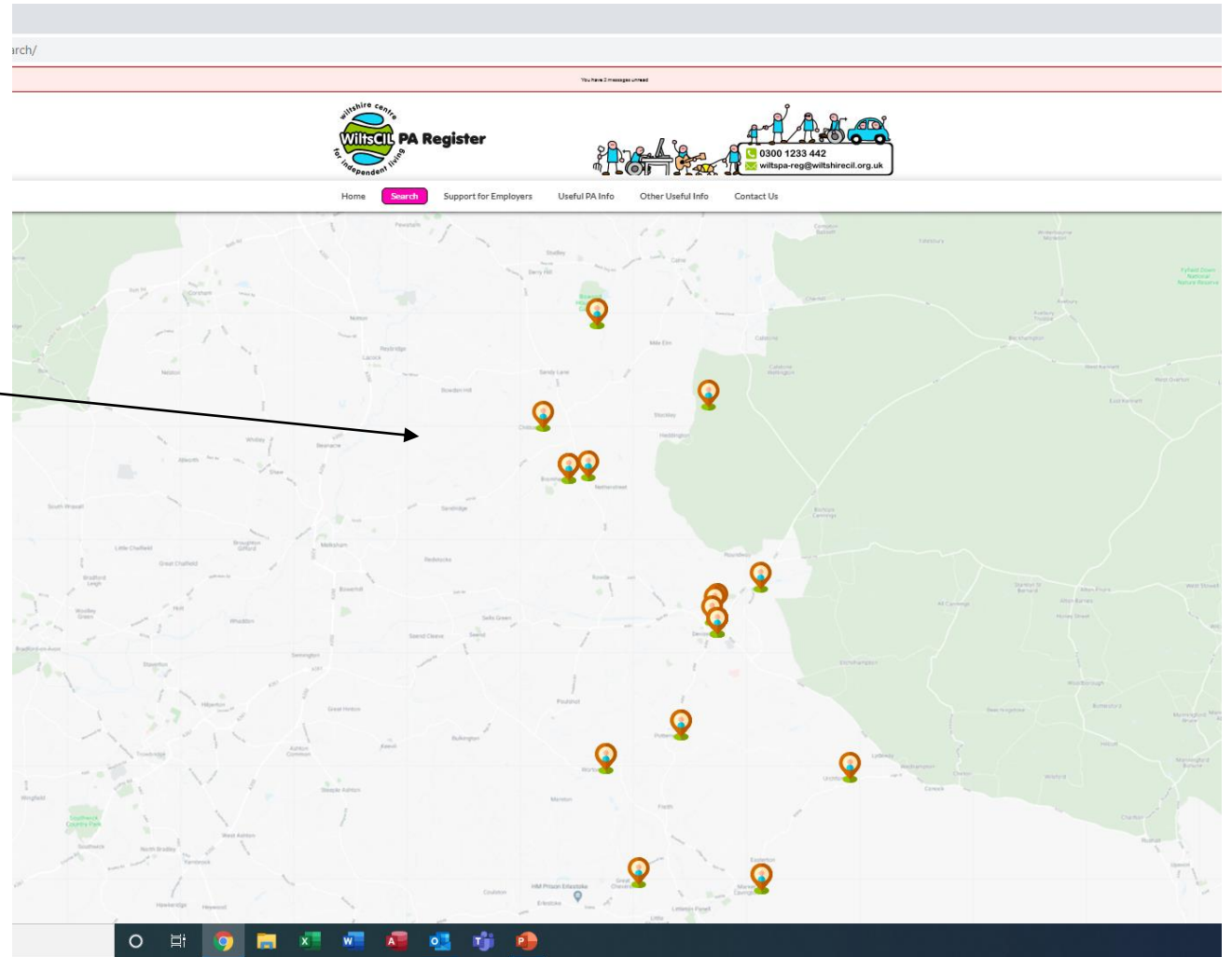


Searching for a Employer?

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

You can set the distance you are prepared to travel

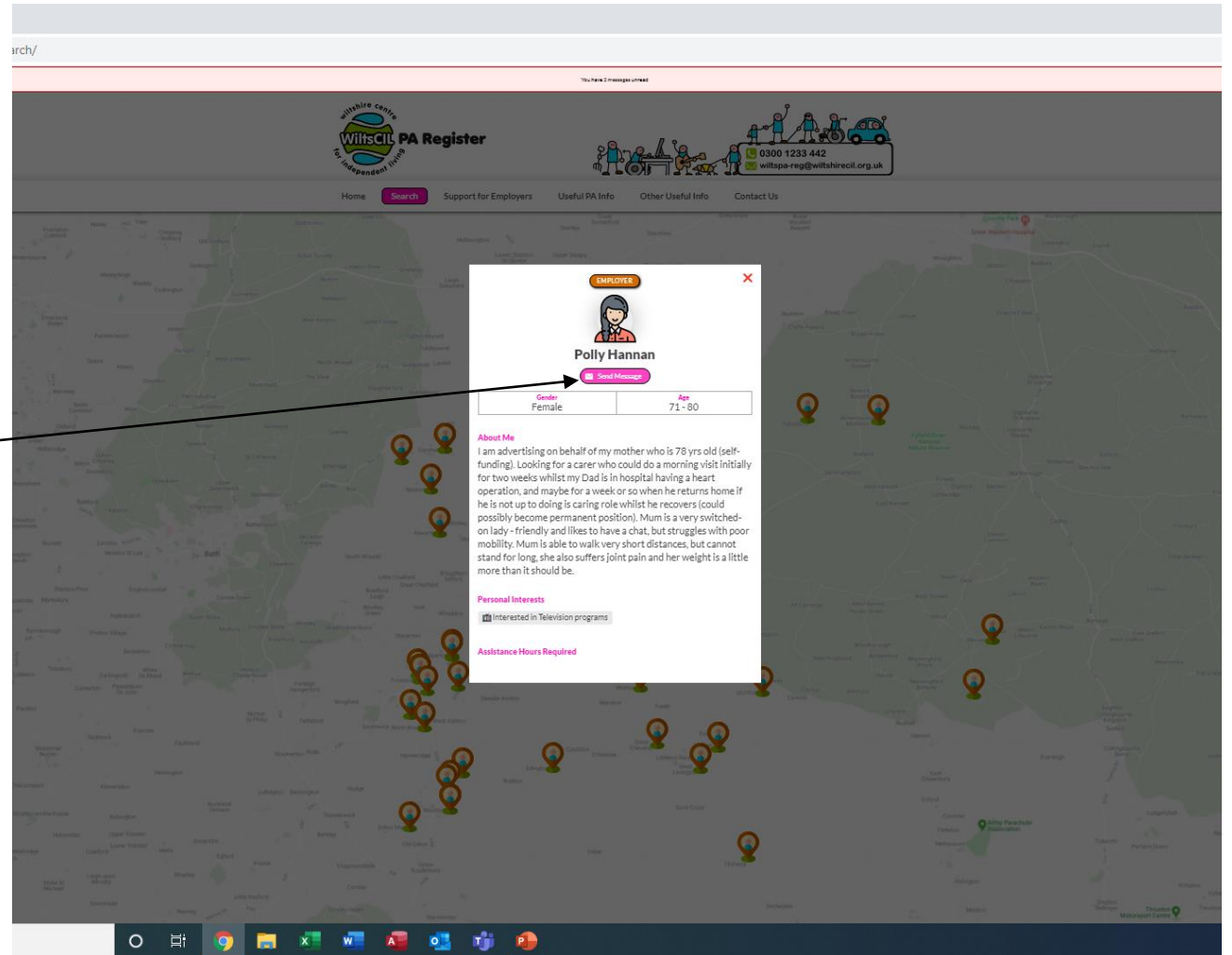
You can Zoom into a particular area



Seeing the profile

Each profile is set up by the Employer

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



The screenshot displays the WiltsCIL PA Register website. The header includes the logo, contact information (0300 1233 442, wilspa-reg@wiltsircil.org.uk), and navigation links (Home, Search, Support for Employers, Useful PA Info, Other Useful Info, Contact Us). The main content area features a map of Wiltshire with numerous location pins. A profile for Polly Hannan is highlighted, showing her name, gender (Female), age (71-80), and a detailed 'About Me' section. The profile also lists 'Personal Interests' and 'Assistance Hours Required'.

EMPLOYER

Polly Hannan

[Send Message](#)

Gender: Female Age: 71-80

About Me

I am advertising on behalf of my mother who is 78 yrs old (self-funding). Looking for a carer who could do a morning visit initially for two weeks whilst my Dad is in hospital having a heart operation, and maybe for a week or so when he returns home if he is not up to doing is caring role whilst he recovers (could possibly become permanent position). Mum is a very switched-on lady - friendly and likes to have a chat, but struggles with poor mobility. Mum is able to walk very short distances, but cannot stand for long, she also suffers joint pain and her weight is a little more than it should be.

Personal Interests

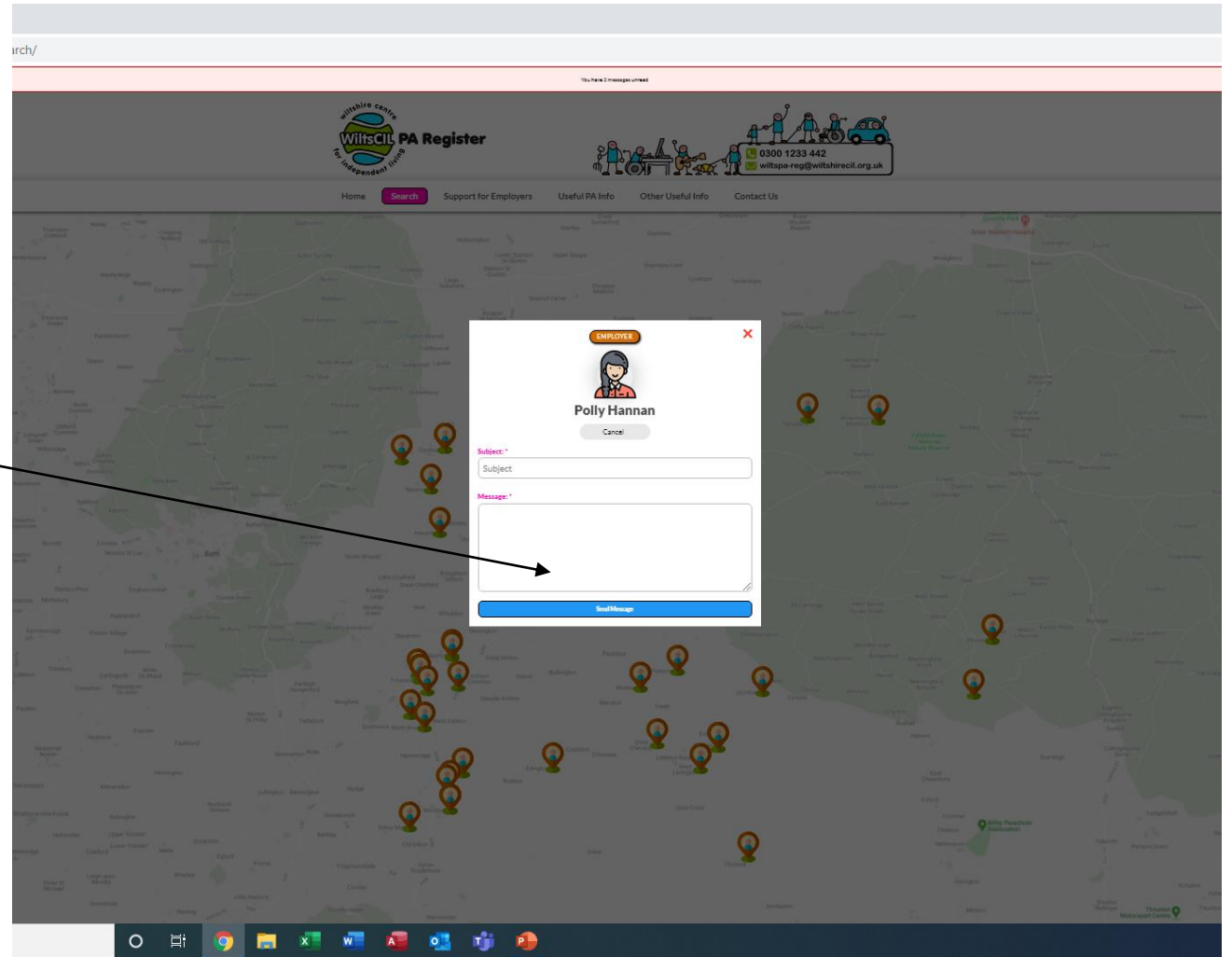
☒ Interested in Television programs

Assistance Hours Required

Sending a message to an Employer

Enter Subject and brief summary

Click on Send Message

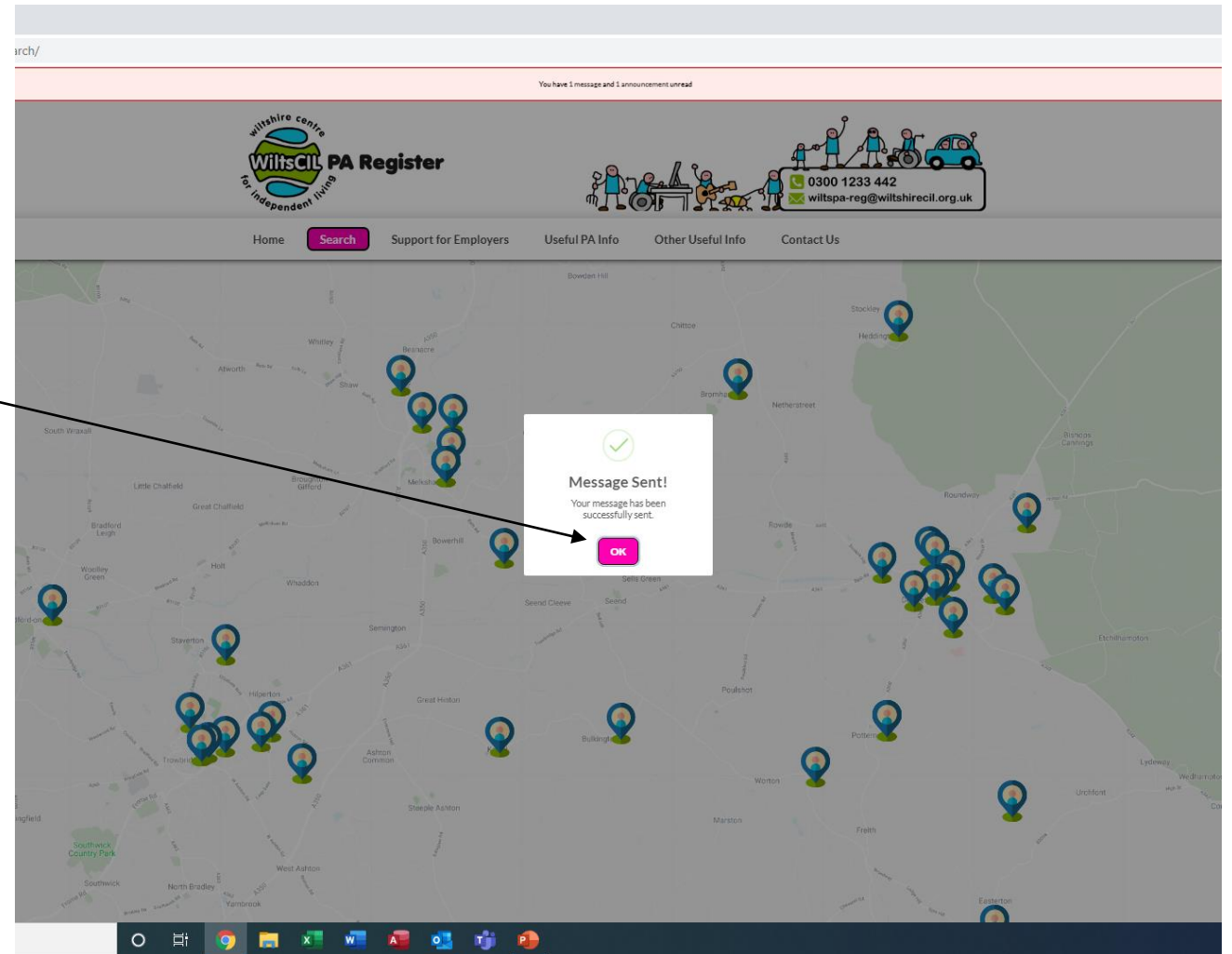


Message sent

You will see that message has been sent

You can then send further messages to other potential Employers

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



Contacting Use

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

**Wiltshire centre
Wiltscil PA Register
for independent living**

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*

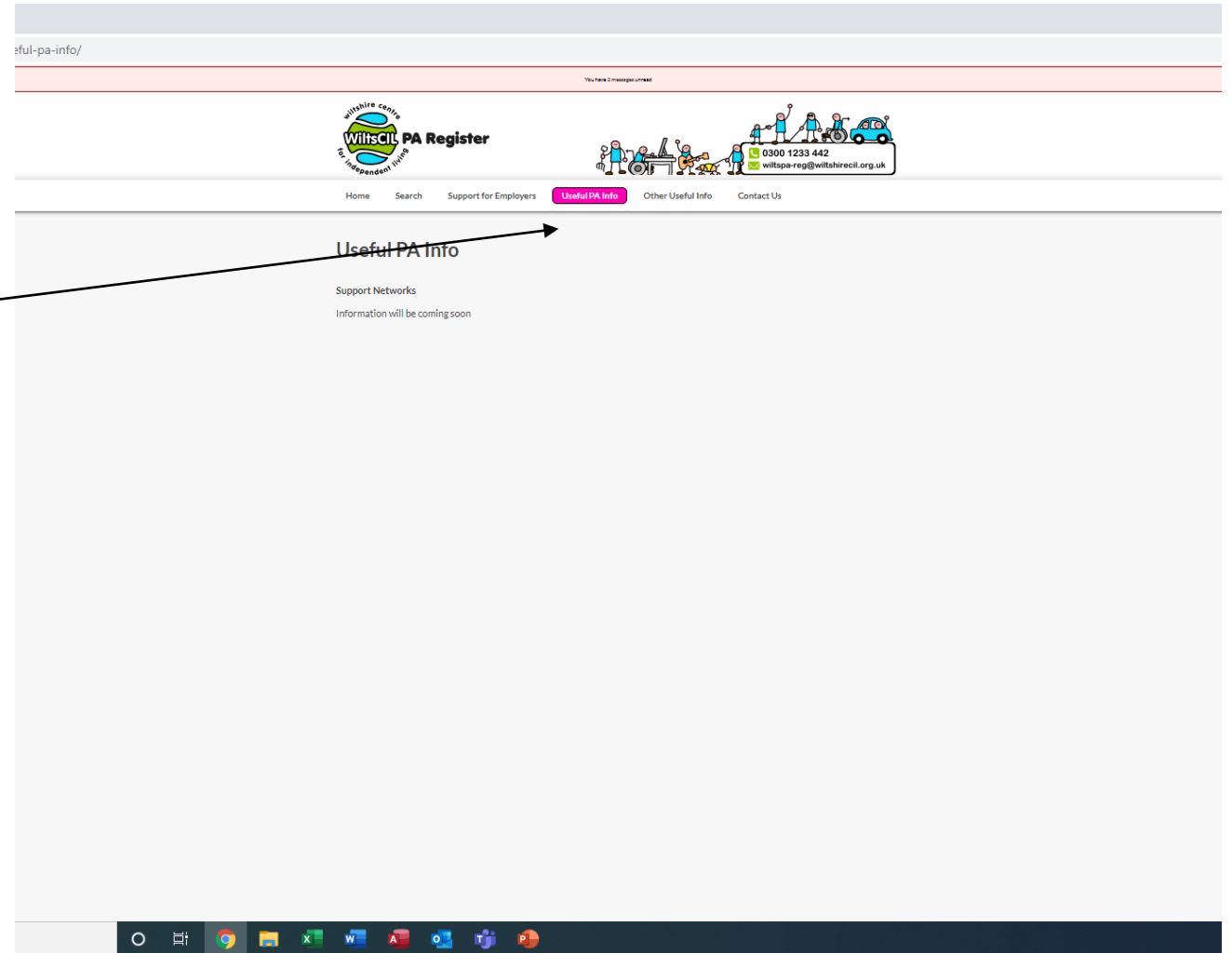
Subject

Message*

Useful PA Information

We will add training available and other useful information shortly.

We will send an announcement when information is available





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

