

Personal Assistant Job Description

Job Title – Personal Assistant

REF: PAREG-166

Main Duties

PA required for a bright, capable, outgoing, fun and sociable young lady, with lots of interests and an active lifestyle. To support access to activities in the community and independent living.

Training will be available.

Please see below the hours for the various vacancies available and advise which one(s) you are interested in.

Personal Qualities & Attributes Required

- Responsible, reliable and trustworthy.
- Kind, caring and compassionate.
- Excellent time-keeping.
- Confident in working with disabled people.
- Good communication and social skills.
- To respect confidentiality and privacy.
- To understand that dignity and independence are important.
- Be willing to learn and have the ability to work on your own initiative.
- Easy going with a common-sense approach.
- A good sense of humour.
- A confident driver with full driving licence and access to own vehicle.

Location: Bradford-on-Avon, Trowbridge and other areas as mutually agreed.

Hours:

Monday evenings 6pm – 8.15pm – 1:1 swimming instructor led lesson in Trowbridge.

Friday flexible – 1:1 instructor led gym session and meal – 2 hours.

Other hours may be available to suit.

Days to suit: 2 morning or afternoon sessions supporting a voluntary position at the Tourist Information Centre, Bradford on Avon.

Days and evenings out as mutually agreed.

Pay: To be agreed on completion of application form.

Holiday: 5.6 weeks per year not including bank holidays (pro rata for part time).

Start Date: To be agreed following, interview, completed application and employment forms and suitable references.

Additional Information: Appointment will be subject to a Wiltshire DBS check, funded by the employer.

Closing Date: None

Please note that this advertisement has been placed on behalf of an individual employer that we are supporting. Should your application be successful, and you are offered the position, you will be directly employed by the individual employer and not by the Wiltshire Centre for Independent Living.