

# Personal Assistant Job Description

## Vacancy Ref: 172

<b>Location</b>	Trowbridge
<b>Hours</b>	7-10 hours per week. Various daytime and evening shifts available
<b>Payrate</b>	£11.50 per hour
<b>Holiday</b>	5.6 weeks per year including bank holidays (pro rata for part time)
<b>Driving Licence</b>	Preferred but not essential
<b>DBS Check</b>	Yes (This will be funded by the employer)

### A bit about me:

*I am kind and helpful, honest and hardworking. I like to eat healthily and to be active. I particularly like swimming and going for walks. I like the latest gadgets and technology; in particular my iphone and ipad. I like spending time with my family and friends, my work and a busy routine. I like being in control of what happens to me.*

### About the role:

*You would be joining a friendly team. Available shifts: Monday evenings 6-8pm, some Tuesday mornings 10am-1pm. Some Wednesday afternoons 2pm-5pm or evenings 6pm-8pm. Thursday afternoons 2pm-4pm. Plus holiday/sickness cover.*

### The kind of person I am looking for:

*I am looking for somebody who is friendly and approachable, patient and understanding. Responsible, reliable, trustworthy. Good communication and social skills, able to listen without judging the conversation. To respect confidentiality and privacy and be sensitive to my needs. To understand that dignity and independence are important. Able to accept responsibility. Be willing to learn and have the ability to work on your own initiative. Lots of energy to go walking and swimming. Good timekeeping.*

**Application Form:** <https://www.wiltspa-reg.org.uk/vacancies-board/>

*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.*