

# Personal Assistant Job Description

## Vacancy Ref: 212

<b>Location</b>	Larkhill
<b>Hours</b>	Flexible (by mutual agreement to help on family days out)
<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>	Yes
<b>DBS Check</b>	Yes (This will be funded by the employer)

### **A bit about me:**

*I am a happy, healthy 8 year old boy. I go to school but in my free time I enjoy playing on my xbox. I also love being outside where I can run around. I like going to the park to play on the different apparatus or in the woods at forest school. I am very clever at communicating my needs, even if I can't always find the right words. My family and siblings are important to me and I like having a routine. Playing, exploring and learning are also important to me.*

### **About the role:**

I need support because sometimes I find life tricky as I have autism and can get anxious when I am in a noisy or busy place. We love going on family days out but sometimes my Daddy needs to be away with his work. When he is away my Mummy would really like someone to help keep me company and keep me safe on our outings, especially as my younger brother and baby sister often need her attention too! I may also need help with personal tasks such as using the toilet.

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

*I am looking for somebody who is friendly and approachable. Responsible, reliable and trustworthy. Good communication and social skills. 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 able work on your own initiative.*

**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.*