

Personal Assistant Job Description

Vacancy Ref: 219

Location	Dilton Marsh, Westbury
Hours	3.15pm to 4.45pm Mon-Fri. Up to 6 hours per week during school holidays
Payrate	£11.50 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Essential
DBS Check	Yes (If required will be funded by the employer)

A bit about me:

We are looking for a PA to support our 12 year old daughter after school to access the local community and support with her independence. We would also like the PA to take her for days out during the school holidays. She has a kind and caring personality and enjoys horse riding, swimming and forest school.

About the role:

Our daughter needs specific support with social communication difficulties and interaction with other members of the local community. Accessing local amenities for example, going to the café, shop or park in order to increase her independence. Sensory processing, impulsivity and understanding of risks such as managing busy places, crossing the road and personal safety.

The kind of person I am looking for:

Caring and compassionate to the needs of others. Understanding of ASD/ADHD and associated behaviours. The ability to listen and maintain confidentiality. Ability to remain calm and support emotional regulation. Fun loving and enjoys being outside in all weathers. Willing to be led by the young person's interests whilst being a positive and supporting role model.

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.