

Personal Assistant Job Description

Vacancy Ref: 252

Location	Devizes
Hours	21 hours per week (Flexible to fit around school hours if needed)
Payrate	£12 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Desirable - (but not essential)
DBS Check	Yes - will be funded by the employer

A bit about me:

I am a proud single mum living with my two amazing children aged 21 and 17 years, both of whom have additional needs. I am a crazy, avid book reader (fantasy and true crime genres are my passion) and I love watching movies of the same theme. We have a friendly small dog who completes our family. Due to my increased mobility issues, pain and chronic fatigue I can find day to day life as a parent quite challenging.

About the role:

Although I may occasionally need some assistance with my own personal care, I am also looking for someone to support me with those household chores that seem to come hand in hand with teenage children! I would really appreciate help with preparing healthy meals, support with some cleaning, laundry and generally helping me to de-clutter and keep the house tidy. Unfortunately, over time I have also become quite isolated so in addition I would love to be able to go out for the occasional lunch or to the cinema with a friendly face to help me to build up my confidence once again.

The kind of person I am looking for:

I am looking for someone who is friendly and approachable, responsible, reliable and trustworthy and certainly someone who will offer me respect and be sensitive to my needs.

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.