

# Personal Assistant Job Description

## Vacancy Ref: 258

<b>Location</b>	Purton, Wiltshire
<b>Hours</b>	6 hours per week during school holidays
<b>Payrate</b>	£12.00 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 will be funded by the employer

### A bit about me:

*I am very active and like to be out and busy. I like to spend time out in nature, enjoy football, cinema, swimming and trampolining. I am a big animal lover and have my own dog.  
I am keenly interested in Minecraft and Lego and build some incredible creations.  
T is described by others as loyal, kind natured and likes to have a laugh and joke.*

### About the role:

*T would like a PA to escort and support him out in the local community to engage in different activities to provide enjoyment and develop his independence. This would include taking him out to places of his interest and engaging in the activities with him. The role would not involve personal or domestic care.*

*Initially you may well stay in the home or close by as you get to know T and he builds a trusting relationship with you. Once he has gotten to know you, it would be great for T to have a role model and trusted adult to spend time with in or away from the home.*

*T attends a specialist residential school during term time and this role would be to provide weekly support when T is home for the school holidays (days and times can be flexible by agreement).*

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

*T can present with behaviours that challenge when anxious and therefore the person must understand his needs and support him to feel safe to ensure he will be able to respond to you when anxious.*

*Having Team Teach (positive handling) qualification for emergencies would be an advantage.*

*Having a car would be essential to enable you to take T out to activities of his interests (we do not live near regular public transport routes).*

*T is fun loving and energetic and being around someone with lots of energy who enjoys being out will be important to him.*

*T has a diagnosis of PDA and a sound knowledge of this condition will be essential for the role. Considerable experience of de-escalation during dysregulation will also be vital for this role.*

*Please feel free to get in touch if you'd like to informally discuss this in greater detail.*

**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.*