

# Personal Assistant Job Description

## Vacancy Ref: 260

<b>Location</b>	Purton, Swindon
<b>Hours</b>	5 hours per week / 1-2 hours over 3 days
<b>Payrate</b>	£12 per hour
<b>Holiday</b>	5.6 weeks per year including bank holidays (pro rata for part time)
<b>Driving Licence</b>	N/A
<b>DBS Check</b>	Yes-will be funded by the employer

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

I am a married, 38 year old Mum of two school-aged children. I enjoy reading, cinema and family holidays. I have fibromyalgia and hypermobile Ehlers-Danlos syndrome, as well as blood clotting issues, anxiety and PTSD. I take a lot of medication and being a busy Mum and having fibro fog, I need a lot of reminders to take it!

Both my children are neurodiverse, my 5 year old little boy has ADHD and my 7 year old little girl has autism. Our house is often chaos and I need a bit help to keep it organised and keep up with them. My Husband works full time. I am quite lonely, and find it quite hard to navigate school runs with my chronic illness, my children's extra needs and my anxiety.

### **About the role:**

Support 2-3 days a week, 1 or 2 hours from 8am (every Thursday and at least one other day to be confirmed- likely Monday or Wednesday, term time only):

- Assist with getting the children ready for school
- Assistance with remembering belongings
- Assistance with walking to school and dropping off
- Assistance with prompting medication and support with my mental health (occasionally going out a walk and chat, or a chat over coffee)
- Assistance with general tidying

2 hours a week, preferably morning any one day between Monday to Friday:

- Assistance with housework to include vacuuming corridors, washing floors, bathrooms or assisting with tidying or washing.
- Lifting heavy items
- Assisting over a period of time to help with de-cluttering the house.

School holidays will likely not be worked, and I would prefer for My PA to take their holidays during this time also, although I may require some help during summer holidays, to be discussed.

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

The role does not require any specific qualifications, just a friendly, caring and responsible attitude. I will need a DBS check due to working with children.

Childcare experience and/or experience with neurodiversity would be preferred.

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.***

