

Personal Assistant Job Description

Vacancy Ref: 253

Location	A Village near Devizes
Hours	Monday to Friday for 1.5 hours (evenings, timings to be agreed) Saturday and Sunday 11am -1pm + 1.5 hours in the evening (also holiday and sickness cover)
Payrate	£12.00 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Yes - Essential
DBS Check	Yes – Will be funded by the employer

A bit about me:

I am a lady in her 50's with Ehlers-Danlos Syndrome (joint hypermobility). I live independently with my 2 small dogs. I like to meet new people and I am outgoing. I enjoy wildlife and my garden. Please be aware this is a smoking environment.

About the role:

I am looking for a PA to join by current team to support me in my own home with a personal care routine. Putting on braces for my joints, help with meal prep and support when going out for shopping and appointments.

The kind of person I am looking for:

I would appreciate someone with good communication skills and who is calm under pressure. It is requested that the applicant is female due to the role involving intimate personal care. For this reason, it is exempt under the general occupational requirement section of the Equality Act 2010.

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.