

Personal Assistant Job Description

Job Ref 222

Location	Warm & Friendly Female Carer wanted (Calne/Chippenham area)
Hours	Part time afternoon hours (sickness & holiday cover too)
Payrate	£13 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:

Make a huge difference to the life of a very determined young woman. Could you offer a caring, flexible, comprehensive daily living support as a Personal Assistant? I am a vibrant young woman who adores the time spent with her deeply valued PA's despite serious health challenges.

About the role:

Shifts available are: Every Friday and 2 weekends per month. Start time 2pm approx. 3-3.5 hours per shift. Candidates can apply for all, one or two of the listed shift patterns. You would work in a private home in a beautiful rural location between Calne and Chippenham. Assistance with general every day tasks including food preparation, some lightweight bedroom maintenance eg hoovering, wiping surfaces, cleaning bathroom etc. Ensuring medication is accessible. Preparing bathroom for personal care. Prior care experience is not essential as full training will be given. Female applicants only Equality Act 2010, Schedule 9, part 1 applies. Some flexibility for sickness and holiday cover is required. Option for extra hours covering holidays and sickness plus batch cooking from home for the freezer.

The kind of person I am looking for:

Desirable traits: Kindness and compassion. Naturally caring and nurturing. Calm, efficient, practical, very well organised and reliable, open mindedness. A high level of common sense is required. A good multi tasker, flexible.
Please send your CV and cover letter to Sue on healingteam.lm@gmail.com or via WhatsApp 07730 785 196.

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.