

Personal Assistant Job Description

Vacancy Ref: 263

Location	Chippenham
Hours	6 hours per week – can be 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 single mum living with my 11-year-old son who has additional needs. We have a friendly cat who completes our family. Due to my ongoing pain, fatigue and mental health issues I can find day to day life as a parent quite challenging.

About the role:

At times, I can find the day to day running of my house a little over whelming so I am looking for someone to support me with general chores, helping me to keep track of what needs to be done e.g. laundry, emptying the dishwasher, shopping. I would like someone to encourage me to take my medication and help me to keep track of my medical appointments and household admin, bills etc. In addition, I would also just love to be able to go out for the occasional coffee with a friendly face to help me to build up my confidence once again. Initially for a 3 month period.

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.