

# Personal Assistant Job Description

## Vacancy Ref: 264

<b>Location</b>	Trowbridge
<b>Hours</b>	8 hours (one day per week) / more days may be available to cover holidays
<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>	Yes – use of the employer’s car while working
<b>DBS Check</b>	Yes - will be funded by the employer

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

I am a 53 year old man with Cerebral Palsy who uses a power chair. I am very outgoing and easy to get on with and have great sense of humour. I live with my wife and my pug dog called Dessie. I have a son and three grandchildren. I play powerchair football and support Ipswich Town football club. I love going to gigs, my favourite music is Two Tone, Ska and Punk. I will be able to explain how I want all tasks/support to be carried out.

### **About the role:**

I need support one day a week (approx. 8 hours) plus sickness cover on two further days if needed. Duties would include a very small amount of care, preparing lunch and drinks throughout the day and support in the office, including basic admin and computer skills. Support will also be needed out and about in the community as the job role requires him to meet people in their own homes, in cafes and other public places around Wiltshire. You will have the opportunity to meet lots of different people in this varied and interesting role. Driver essential as I need to be picked up from home in Trowbridge and taken to work in Devizes, other driving will be needed during work hours as part of the role. I have my own van that would be used, support worker can leave their car at my house during working hours. I work within a team, everyone is very easy to get on with, it's a very relaxed atmosphere and can be very lively.

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

Anyone applying would need to be adaptable, flexible, able to work within a team, willing to learn, be reliable, have good time keeping and have a good sense of humour. They need to be trustworthy and recognise that all the work I do is confidential. They would need a clean driving licence and basic computer skills. Some experience of care work preferable but not essential.

**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.*