

# Personal Assistant Job Description

## Vacancy Ref: 267

<b>Location</b>	Chippenham
<b>Hours</b>	5 hours per week (flexible, weekday, daytime)
<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
<b>DBS Check</b>	Yes will be funded by the employer

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

*I am a visually impaired mum of a three-year-old girl. I am a classical singer and teacher and I go into schools to teach music on a part time basis. My daughter and I enjoy doing arts and crafts together and going out to visit farms etc. I have a Guide Dog who is a beautiful 7-year-old Labrador Retriever.*

### **About the role:**

*Due to my sight loss, I sometimes find it difficult to do general household chores so I am looking for someone who can help me with some household cleaning and meal prep. It is also difficult for me to take my daughter out to appointments or to leisure activities, so the role will also involve driving me and my daughter to appointments or occasional visits out, for example, to local farms or soft play.*

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

*I am looking for someone who is friendly and approachable, responsible, reliable and trustworthy, and who is good with children.*

**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.*