

Personal Assistant Job Description

Vacancy Ref: 275

Location	Erlestoke (Near Devizes)
Hours	4 hours per week (weekends x2 hours on a Saturday and x2 hours on a Sunday)
Payrate	£18 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Yes
DBS Check	Yes

A bit about me:

Mum really enjoys reading (newspapers and novels). She also follows the news on TV and enjoys TV dramas. Also she enjoys speaking to her friends and spending time with her family which includes her 11 year old Grandson.

She is mentally astute and engaged with the world, but at 85 her mobility and balance have declined significantly and she needs support, particularly in the mornings and evenings when she is tired and unsteady.

About the role:

At the weekends we are looking for someone who can come in the morning to help Mum get up, washed and dressed, and to prepare her breakfast. Also an evening visit, essentially to put a meal in the microwave for her and help her to bed.

Any adhoc help would be appreciated, eg taking out the recycling, bringing in the milk, post etc.

The kind of person I am looking for:

We would like someone kind, capable and patient with a sense of humour. Mum said that she would like someone who can make the bed nicely and make decent scrambled eggs! She is a little hard of hearing and it's helpful if you can speak clearly and not whisper.

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.