

Personal Assistant Job Description

Vacancy Ref: 283

Location	Salisbury
Hours	6 hours per week (after school hours during term time but can be flexible during school holidays)
Payrate	£12 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Yes
DBS Check	Yes - will be funded by the employer

A bit about me:

I am an outgoing 14-year-old female who loves to be active. My favourite outdoor activities include climbing trees in the wood, bike riding, swimming and going to the skate park. When the weather is not so good inside activities that I enjoy include listening to music, colouring, reading and playing board games. I love to chat and have been told that I have a great sense of humour.

About the role:

I have autism so I can find some everyday things that other teenagers may take for granted a bit of a challenge so I'm looking for someone who can help me with a variety of tasks and help me to build up my confidence. In particular, I would really like someone who can:

- Teach me how to cook simple things so that I don't always have to rely on mum for my lunch!
- Help me to make healthy choices with my meals and snacks.
- I can get nervous if I go to the shops and crossing the road so I would like someone to help keep me safe.
- Help me to manage my pocket money if we go out, I love spending but don't always make the right choices!

Above all though, I am looking for someone who I can have fun with and who I can learn from.

The kind of person I am looking for:

Friendly and approachable. Responsible, reliable and trustworthy. Good communication and social skills. To respect confidentiality and be sensitive to my needs. To understand that dignity and independence are important. Be willing to learn and able to work on your own initiative.

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.