

Personal Assistant Job Description

Vacancy Ref: 284

Location	Melksham
Hours	20 hours per week – can be flexible to work around school hours. Availability to work some hours on one Sunday per month would be appreciated.
Payrate	£13 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Yes, essential
DBS Check	Yes - will be funded by the employer

A bit about me:

I am a black, British born, Christian female in my 50s. I have a great sense of humour and love to chat and laugh! I live independently in my own flat but because of my fairly recent autism diagnosis, limited mobility and failing eyesight I find some household tasks challenging and I am finding it more difficult to get out and about in the community.

About the role:

Although I may occasionally need some assistance with my own personal care, I am also looking for someone to support me with the normal household chores and some shopping. I would also really appreciate help with cooking, but not necessarily on a daily basis. Help with general household and medical appointment admin is also needed. Again, due to my failing eyesight, I am sometimes unable to read and respond to correspondence without support. Unfortunately, over time I have become quite isolated so in addition I would love to be able to go out for the occasional coffee or outing with a friendly face to help me to build up my confidence to overcome my autistic anxiety and to gain practice in social situations. To have a friendly, reliable companion to help me would mean so much.

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 respect my Christian beliefs. Someone who is autistic friendly and willing to undertake training if needed.

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.