

# Personal Assistant Job Description

## Vacancy Ref: 285

<b>Location</b>	Chippenham
<b>Hours</b>	4 - 6 hours per week (depending on need)
<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>	Useful for weekly shopping, possible hospital appointments but not essential
<b>DBS Check</b>	Yes - will be funded by the employer

### A bit about me:

I am a 61-year-old lady with energy and an offbeat sense of humour. I enjoy going out, shopping and socialising, listening to music and writing poetry. I also have a pet budgie. I am looking for someone to help support me to enable me to continue living independently. I have learning difficulties, stress related epilepsy, osteoarthritis in my hands and osteoporosis in my hips. I can manage most day-to-day tasks but would really like someone to help me with organising/diarising, administration and form filling; occasional escort to hospital appointments and occasional day trips. Having a PA who enjoys spending time with me, supporting, and guiding me when needed, would really help me to continue living an independent life.

### About the role:

I need someone to support me with:

- Help with my weekly shopping, particularly heavy items.
- Help with organising/diarising, administration.
- Checking bills, correspondence/chasing up with maintenance for the house.
- Help filling in forms.
- Practical help around the house.
- Escort to hospital appointments when required.

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

- I am looking for someone who is friendly and approachable.
- Responsible, reliable, and trustworthy.
- Good communication and social skills.
- To respect confidentiality and privacy and be sensitive to my needs.
- To understand that dignity and independence are important.
- Able to accept responsibility.
- Be willing to learn and able work on your own initiative.
- Qualified First Aider preferable.
- Preferably knowledge of benefits, social care system.

**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.*