

Personal Assistant/Support Worker	
Job ref.	Personal Assistant
About me	I am a professional woman in my 30s, looking for a second PA to assist me to live as independently as possible. I have health problems and a physical disability so require practical help to be able to live the life I want, as much as possible.
Hours and rate of pay	Variable hours per week @ £10.75 per hour. Regular hours: Tuesday, Thursday and Friday mornings 9-2. There will also be an average of 1-2 long days a week (travelling with me to meetings in London) and 1-2 over nights a month in London/Manchester. The post will include 5.6 weeks paid annual leave (pro-rata) Enhanced Disclosure and Barring Service check will be required and a full UK driving license is essential to drive my adapted vehicle.
What you would be doing...	This is a varied role which includes: <ul style="list-style-type: none"> • Some support with personal care in a dignified manner. • Food preparation and cooking • Domestic tasks, including food shopping, cleaning and ironing • Driving my vehicle and providing assistance when out and about living my life. Establish a friendly working relationship Needs may vary on a daily basis, therefore hours, duties and tasks may alter from the care plan. To undertake any training as appropriate for the role.
The person I would like...	Someone who I can enjoy spending time with and build a good working relationship. A female PA (due to personal care). A common sense approach to tasks, attention to detail and a willingness to learn my routines. Being able to be flexible with hours is desirable. In return you will have the opportunity to practice your skills and have a varied and interesting role. Someone who is hardworking, can keep up with me, reliable, trustworthy and also able to have a laugh sometimes!

I look forward to hearing from you.