

**Ref: DP006**

## **Job Description and Person Specification**

**Job title:** Personal Assistant (PA)

**Reporting to:** The Employer

**Location:** Uxbridge/Slough/Windsor/Maidenhead/Camberley Area

**Nature of the job role:** To assist with a variety of tasks to support the employer to live an independent personal and social life.

### **Main Duties:**

Domestic duties: Support with preparing & cooking meals.

Social Duties: Accessing the Community such as cinema, parks and shopping.

Accompanying to hospital appointments.

These duties may vary from day to day.

Any other reasonable duties that may be necessary.

**Hours of work:** 10 hours per week spread over Monday to Sunday, exact days and times to be mutually agreed, however a certain degree of flexibility will be needed.

**Rate of Pay:** £12.00 per hour (inclusive of mileage)

**DBS Requirement:** Enhanced

**Qualifications and Experience:** Experience of working with young people who have Autism.

**Essential:** Full driving licence and access to own car for business use.

**Preferred:** This position would suit someone with a calm, bubbly, patient and caring personality.

*For genuine occupational requirement reasons the individual is looking to appoint a Female only.*