

**Ref: DP008**

## **Job Description and Person Specification**

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

**Reporting to:** The Employer

**Location:** Slough Area

### **Nature of the job role:**

To support a 51 year old female who has multiple health conditions. She requires support with personal care, nutrition and administration of medications 7 day week.

### **Main Duties:**

Personal duties: personal care with some aspects of dressing due to shoulder impingement and toileting  
Prepare and serve breakfast in bed  
Warm up ready prepared meal in the evening and serve in bed  
Administering of medication from blister pack

Domestic duties: Ensure bedroom is clean and tidy  
Making bed daily and changing beddings every 2 to 3 days

Social Duties: To pop to local shop as and when necessary.

Some duties may vary from day to day.

### **Hours of work:**

7 hours per week  
30 minutes between 11am and 12 noon and 30mins in the evening between 8pm and 9pm with some flexibility.

**Rate of Pay:** £10 per hour

**DBS Requirement:** Enhanced

**Qualifications and Experience:** Experience of working with people in a caring role.

**Preferred:** Would suit someone who is a good listener, friendly, caring and has a good sense of humour.