

Sample job description and person specification

Job title: Personal assistant (PA)

Reporting to: (Your name)

Location: (The area where you live - do not put your home address)

Job purpose:

- To assist with a variety of tasks which will enable/assist the employer/person who needs care and support to live their personal and social life according to their wishes and interests.
- This role involves live-in or overnight support.

About the employer:

- Give a description of you/the person who needs care and support, for example, gender, age, likes, pets and hobbies.
- Give a description of your/the person who needs care and supports' circumstances, for example, wheelchair user, complex health/care needs, specific medical or other conditions such as Cerebral Palsy, Epilepsy, Downs Syndrome, a learning disability or brain injury.

Main duties:

- **Social duties**, for example, support to:
 - keep in touch and socialise with family and friends
 - attend adult education classes
 - attend medical appointments
 - do hobbies such as dog walking, yoga or playing a sport
 - attend social events such as music gigs or the cinema
 - attend work.
- **Personal care**, for example, support with bathing, showering, shaving, teeth cleaning, dressing, catheter care, PEG feeding, administering medication, eating or performing exercises/physiotherapy.

- **Domestic duties**, for example, support with grocery shopping, cooking and serving nutritious meals and snacks, cleaning, changing linen, laundry, ironing and gardening.

These duties may vary from day to day.

Type of person that you/they are looking for:

- **Values**, for example, honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, able to work alone, positive, willingness to travel, understands equality and diversity or has a good sense of humour.
- **Specific requirements**, for example, someone with an understanding of a specific condition, or has a shared language or customs.
- **Other**: for example, due to the nature of this role including medical/personal care the potential employer will be considering female/male applicants only.

What you can expect to receive:

Use this section to attract people to the role, for example, you could say that full training will be given, how they will be supported during their induction/first few weeks of working with you, access to other training opportunities, competitive rate of pay, flexible working and work place pension.

Hours of work:

List the days and hours of work – you can add ‘flexible hours to be mutually agreed’ if you wish.

Rate of pay:

If the hours include evenings, sleepovers or weekends, list the different rates of pay, for example, weekdays - £8.00 per hour or sleepover - £37.80.

Skills, qualifications and experience – you can add skills or qualifications that are relevant for you:

Essential: list the essential skills, qualifications and experience that personal assistants need to have, for example:

- driving licence
- car and appropriate insurance
- knowledge of a particular language or culture
- able to swim

- nursing qualification
- confidentiality
- good at building relationships
- specialist communication skills, for example, British Sign Language or Makaton, or a willingness to learn them.

Preferred: list the desirable skills, qualifications and experience that you would like your personal assistant to have, for example:

- computer literate
- good communicator
- likes dogs or other pets
- a good listener
- ability to support people with behaviours which challenge.