

# Sample job adverts

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## Personal assistant required

We're looking for someone who is reliable, a good communicator and shows dignity and respect towards others, to become a personal assistant (PA).

As a PA you'll support a disabled man with personal care, at meal times, with going out into the community, and work a sleeping night and a waking night on alternate Saturdays.

You'll work in his home in the Leeds area, from 14.45 on Saturday through to 14.45 on Sunday.

You must have held a clean driving license for at least one year and be over 21 years of age, as you'll need to drive specialised transport.

The rate of pay will be around £9 per hour, and you'll be given a full induction and training when in post. If you're successful, you'll need to provide an enhanced DBS check which will be paid for by the employer.

If you're interested and have the right values and skills, please send a CV and short covering letter to S Holmes, PO BOX 221b, London BS18 E59.

The closing date for applications is [\(insert a date one month from when the advert was placed\)](#).

## Personal (care) assistant required

I am looking for a caring and empathetic person to join my small team as a personal assistant (PA).

I'm a 26 year old woman with a spinal injury and employ a team of PAs to enable me to live independently.

Experience of care and/or spinal injury is preferred but not essential as full training will be provided. For me, it's more important to recruit someone who's the right type of person.

I have four key values that I look for in PAs:

- reliable and trustworthy
- knowing when it's appropriate to step in and help
- maintaining a balance between caring and supporting
- a willingness to learn.

If you can empower, encourage and respect my right to make my own decisions about how I want to be cared for, and are willing to learn new skills, I'd like to hear from you!

Daily tasks will include helping me to get washed and dressed, shopping, assisting with household tasks and supporting me to access the community.

You will work Monday to Friday 8am until 10am and 6pm until 8pm, with opportunities to work additional hours.

If you think that you have the right values to join my team, please send me a CV and brief cover letter to S Holmes, PO BOX 221b, London BS18 E59. Closing date for applications is [\(insert a date one month from when the advert was placed\)](#).