

# Sample job description and person specification

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**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.