## 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 pa, 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.