**Personal Assistant**

**£9.50 per hour**

**16 hours per week**

**Bury St Edmunds**

**Job reference: 4634**

**Brief Closing Date:** 13/05/2022

Personal Assistant required for a 40-year-old woman in Bury St Edmunds. The position is one focused on supporting the client with personal care, domestic duties, and medicine, overall assisting her in her independence and supporting her in her own home.

The position is for 16 hours per week with a pay rate of £9.50 per hour. The shifts will take place during the week, negotiable with candidates. These are expected to be four hours in length between either 9am-1pm, or 10am-2pm, again as negotiated.

This position is to provide maternity cover and is expected to last for one year until January 2023.

The client has a great love in seeing her friends, family and pet cat. She enjoys spending her spare time making arts and crafts, listening to live music and going to motorbike shows. She is looking for an attentive and supporting Personal Assistant to support her and help her live the best life she possibly can.

**Duties**

* Support nutrition through preparing meals
* Support in domestic duties to make home safe and clean
* Support with personal hygiene
* Support with medication management
* Support with appointments
* Support for shopping
* Support with physio
* Support with drying and washing hair
* Personal care

**Essential criteria**

* Drivers license and car
* Discrete and professional
* Excellent communication, verbally and written
* Observant
* Observes and provides good hygiene in regards to personal care and when preparing foods
* Confident
* Experience in medicine management
* Candidates must be able to work unsupervised
* Full vaccination status

**Desirable Criteria**

* Knowledge of first aid
* Experience in a similar role

**Summary Conditions**

* The hours and times of work for this position are negotiable but should broadly follow four weekdays per week with either **9am-1pm**, or **10am-2pm**. Please state on the application which hours you can provide. The hours will total 16 per week. Shifts can be shortened in length to account for five days per week, but this is negotiable between candidate and employer.
* The pay rate for this position is £9.50 per hour
* You will be reimbursed for any agreed expenses incurred as part of the role.
* The annual holiday entitlement for this position will be equivalent to the work I would normally expect to be done during 5.6 consecutive weeks
* The post is subject to the following: Satisfactory DBS check and references from two referees, one of which must be your current or last employer. Completion of a satisfactory probationary period of 2 weeks

To apply for this position please complete an application form and send to one the following places. If you have any further questions or queries, please do get in touch.

**Post** – Address: **Email**: suffolk@silmail.org **Telephone**: 01473 603876

Suffolk Independent Living

IP City Centre, Unit 9,

1 Bath Street,

Ipswich **Job Reference Number**: 4634

Suffolk

IP2 8SD. **Closing Date**: 13th May 2022