**Personal Assistant in Ipswich**

**7 hours per week**

**£13 per hour**

*Personal Assistant required to support a 63-year-old lady in Ipswich. Support is required to help her to maintain her independence within the home and out in the community.*

**About me**

I enjoy going to the gym and out for coffee, and meeting friends. I am very close to my family, especially my three adult children and my mum. I use a wheelchair and have employed a Personal Assistant for many years already, I am now looking for another PA to join my team.

**Main duties will include** support with all care, personal and domestic needs as required. Support in the home and out and about; going to the gym, shopping, meeting with friends, etc. I have a wheelchair accessible care that my PA will need to drive.

**Person Specification**

**You must:**

* Have a Driving Licence (manual)
* Have good communication skills
* Be patient
* Have a positive attitude towards work

Previous experience in a similar role would be advantageous but is not essential, the right approach and attitude is most important.

**Hours available**   
7 hours per week – likely to be split two days; Monday or Friday, and a weekend day to be agreed. Please state your availability on your application.

**Summary terms and conditions**

The PA would be responsible to me as their employer.

• The rate of pay for this position is £13.00 per hour

• You will be reimbursed for any expenses incurred as part of the role.

• The annual holiday entitlement for this position will be equivalent to the work

which would normally be done during 5.6 consecutive weeks.

• A satisfactory Enhanced Disclosure and Barring Service check is required for this position, the cost of which will be covered by the employer.

• The successful applicant will be required to provide details of two referees, one

of which must be their current or most recent employer.

• This post is subject to a probationary period of 6 months

*Although this job description is correct at present, it may change from time to time after negotiation with the post holder.*

**How to apply:**

If you wish to apply for this position, please complete the online application form on Suffolk Independent Living’s website (quoting the reference number 4627).

<https://www.suffolkindependentliving.org.uk/vacancies>

Or if you would like an application form posted or emailed to you, please contact Suffolk Independent Living on 01473 603876

[suffolk@silmail.org](mailto:suffolk@silmail.org)

Suffolk Independent Living, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD