**Personal Assistant(s) required in Swaffham**

Job share of 48 hours between 2/3 People

Monday – Friday Flexible hours available between 9am – 8pm

£11 per hour

**Job description**

Listed below are details of the purpose of the job and what tasks are involved. It is important and advisable to refer to this when submitting your application for the post.

**Job Purpose**: To assist a young lady with, domestic, social and medical needs in and out of her home. If you are a compassionate individual with a friendly personality always ready to go the extra mile to ensure a person’s comfort and wellbeing are met, we may have the perfect job for you!

**Details:** I’m a very positive 20 year old lady who likes to make the most of life and I’m a very fun person to spend time with. I enjoy many creative hobbies such as; art, photography, theatre, cinema and going shopping. It would be great if you shared these interests so that you could encourage me to engage in these activities more.

You will be required to understand my nutritional restrictions and assist my medical needs.

You will need to support me with every day activities and domestic tasks such as house work. Some activities will be self-directed as well as the ability to follow instruction to ensure I have a clean and tidy home.

**General duties and responsibilities will include;**

* Assisting me with my medical needs including ordering and collection of medication
* Companionship to help with engaging in activities
* Supply first aid in emergency situations
* Emotional support
* Communicate with professionals when required

A full clean driving licence with own car is essential, mileage will be paid. This is required for when transporting me to hospital appointments or when taking me out for the day.

**Person specification**

Listed below are the skills, competencies and qualities that are essential and desirable for the post. My assessment of these, both on application and at interview, will be the main factor in determining if you are successful. Please refer to these when submitting your application.



**Essential**

* Understand the importance of confidentiality
* Good communication and interpersonal skills
* Excellent time keeping
* Reliable, trustworthy, kind and committed
* Compassionate caring personality
* Willingness to learn
* Positive outlook
* Problem solving skills
* Ability to multi-task
* Full clean driving licence and vehicle

**Desirable**

* Experience of working in a similar role (All training will be provided and paid for)
* Flexible to occasional weekend shifts in exchange of week day hours if required when needed by prior mutual agreement
* Non-smoker

**Summary terms and conditions**

* The rate of pay for this position is £11.00 per hour.
* You will be reimbursed for any agreed expenses incurred as part of the role.
* The 48 hours of work available will be divided as a job share of 2/3 Personal Assistant’s, Monday – Friday. There could be opportunities for occasional weekend hours with prior notice.
* 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:**

* A satisfactory enhanced Disclosure & Barring Service (DBS) check, the cost of which will be covered by the employer.
* Satisfactory references from two referees, one of which must be your current or last employer.
* Completion of a satisfactory probationary period of 3 months.

**How to apply:** If you wish to apply for this position, please complete the enclosed application form and return to the address below.

**NB** - Please ensure you include names, addresses & telephone numbers of two referees, one of which should be your current/ last employer (if relevant).

Suffolk Independent Living

IP City Centre, Unit 9,

1 Bath Street,

Ipswich

Suffolk

IP2 8SD.

suffolk@silmail.org

01473 603876

**Closing Date: Monday 8th November 2019**

**Application Form**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Where did you see our advert?** |  |
| **Contact tel. no:** |  | **Address:** |
| **Alternative tel. no:** |  |  |
| **Email address:** |  |
| **Preferred method of contact about your application:** |  |

 **Employment History –** please continue on a separate sheet, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Dates to and from** | **Job Title and brief description of duties** | **Reason for leaving** |
|  |  |  |  |

**Educational History**

|  |  |  |
| --- | --- | --- |
| **Secondary School/College/University** | **Dates to and from** | **Qualifications** |
|  |  |  |

**Vocational training courses attended and qualifications gained:**

|  |
| --- |
|  |

**Other relevant skills/personal characteristics/hobbies:**

|  |
| --- |
|  |

Please explain why you want the job, and anything else that you would like to mention in support of your application. Please mention all relevant experience and interests. **It is important and advisable to refer to the job description when completing this section.** Feel free to continue on a separate sheet, if necessary.

|  |
| --- |
|  |

Please give full details of two referees, one of whom must be your current or last employer, if relevant. *(NB. References will only be taken up if you are successful after interview, unless agreed otherwise).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Full Name** |  |
| **Address** |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |
| **Link with you** |  | **Link with you** |  |

This vacancy may be subject to a Disclosure Barring Service check (DBS check). Please tick the box below to indicate if you **object** to this.

I object to the above check being carried out

What is the earliest date that you would be available to start this position?

|  |
| --- |
|  |

What hours are you available to work?

|  |
| --- |
|  |

If you are shortlisted, are there any reasonable adjustments that can be made to ensure you are able to attend an interview?

|  |
| --- |
|  |

Are there any restrictions regarding your employment? e.g. do you require a Work Permit? (\*if YES, please supply details on a separate sheet of paper)

Yes\* No

I declare that, to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement, or any significant omission may render me liable to dismissal. I understand that, if I am successful, the work I undertake will be paid through a PAYE payroll system, and that I will be employed by the individual that I work for (or a nominated person close to them).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing and returning this application form you consent to the employer using and keeping information about you, provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Thank you for completing the form.

**Employment of Ex-Offenders and Rehabilitation of Offenders Act**

The employer is of the opinion that the above post is exempt from the Rehabilitation of Offenders Act and that applicants are required to declare any relevant past criminal convictions and/or cautions. The employer recognised that they must take account of offences that may have a direct bearing on an applicant’s suitability of this post.

The employer only required applicants to provide details of spent convictions and/or cautions that fall within the following relevant categories:

1. Offences of a sexual nature.
2. Offences involving minors under the age of 18.
3. Drug trafficking.
4. Theft, burglary, fraud or similar offense which occurred within the previous five years and where the conviction is not yet spent under the terms of the Rehabilitation of Offenders Act.
5. Offences which involved the use, or threat, of violence.

All information supplied by applicants will be treated in strict confidence. Where a shortlisted applicant has a conviction and/or caution which falls within one of the above categories, the employer reserves the right to make further enquiries before reaching a decision on her or his application.

**Please answer the following questions either YES or NO:**

Have you ever been convicted of a criminal offence: \_\_\_\_\_\_\_

Have you ever received a Police caution: \_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have been convicted of a criminal offence, please enclose details in a sealed envelope together with a stamped addressed envelope. This will be returned to you unopened in the event you are not shortlisted for the post.