**Domestic Assistant / Personal Assistant**

**16 hours per week**

**Job share**

**£10 per hour**

**Barnby, Beccles, NR34**

**Job Reference: 4626**

**Job Brief Closing Date: 15 April 2022**

Dedicated and caring Domestic / Personal Assistant required for a man in Beccles, to support him in his own home. The position itself is to provide domestic support, including cooking and cleaning within the household, allowing the wife to fully care personally for her husband, and ensuring the improved wellbeing of the cared for. The home should be cleaned to adequate standard, and the cooking of nutritional quality. The majority of personal care will be handled by the wife, but some will be expected within this role.

**Details**

To carry out all aspects of maintaining a habitable home including washing (clothes & dishes), cleaning, dusting, de-cluttering, vacuum cleaning and other required duties to assist in keeping the home tidy.

To prepare main meals and smaller light meals in the family home.

To maintain a safe environment, limiting potential injury in the home due to the employer’s restrictions with mobility.

**Person specification**

Listed below are the skills, competencies and qualities that are essential and desirable for the post. Our 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**

* Able to carry out domestic tasks to a high standard.
* Ability to provide a good standard of nutritional cooking, preparation of main meals and light snacks.
* In addition to the above, please be able to provide suggestions of nutritional foods which will not be spoiled through microwaving
* Happy to work around animals.
* We have very delicate 9-year-old daughter who will need to be comfortable, someone who would be happy to be around children.

**Summary terms and conditions**

* The rate of pay for this position is £10 per hour
* Hours and times of work: 16 hours per week job share. For this role there are two vacant positions. Each is for 8 hours per person per week. 5 or 6 days per week. The shift pattern will be two 3-hour shifts, and one 2 hour shift per person per week.
* The hours of work are 1pm-4pm each day; 5 or 6 days per week.
* If desirable to applicants, this position has the potential to be a job share alongside another candidate. Specifics of this, including shift pattern and days, are to be negotiable at interview.
* Annual Leave: The annual holiday entitlement for this position will be equivalent to the work which would normally be done during 5.6 consecutive weeks.
* Expenses: You will be reimbursed for any agreed expenses incurred as part of the role.

**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/attached application form and return to the address below.

**Post – Address:** **Email**: suffolk@silmail.org

Suffolk Independent Living **Telephone**: 01473 603876

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