**Personal Assistant required in Great Yarmouth, Norfolk**

**Term time: 8 hours available per week**

**School holidays: 10 hours available per week**

**£12.50 per hour**

**£18.75 on bank holidays**

**Job reference: 5019**

***Must have the right to work in the UK to apply for this role, sponsorship not available.***

**Job description**

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

**About me**

I’m a 14-year-old teenage boy who loves singing, music and quiz/game shows. I have muscular dystrophy and epilepsy, and I’m a fulltime wheelchair user. We do have a wheelchair accessible vehicle available if you have a driver’s license. I go to a mainstream school and attend respite on one weekend of the month or during school holidays. My family is very important to me and includes my mum, uncle, nan, Grandad, dog and uncle. I’m looking for a friendly, honest and caring Personal Assistant to support me with day-to-day activities, provide me with personal care and accompany me on outings. All training will be provided, so a positive attitude is more important than previous experience! Please note we don’t allow smoking or vaping inside our home.

**Main Duties and Responsibilities:**

* Personal care (showering, toileting and helping me into bed)
* Hoisting
* Helping with meals
* Assisting on days out
* Giving me medication (dependant on time of work)

**Other points to consider**

* You will be employed by my mum
* All information is to be kept confidential
* No phones are to be used when assisting me to use the toiler or shower
* Please ask before you take any photos
* Appropriate clothing to be work
  + No outdoor footwear to be worn whilst showering
  + Crocks or sliders are ideal as the floor can be slippery if wearing shoe covers

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Friendly
* Honest
* Out going
* Good communication
* Caring nature
* Patient

**Desirable Criteria**

* A care certificate
* Experience in working with children
* Punctual
* Able to work solo
* Able to use own initiative
* Previous care experience
* Knowledge of my conditions

**Summary terms and conditions**

* Hours, days and times of work:
* **During term time:** 
  + 8 hours per week
  + Monday to Thursday: 5:30pm – 7:30pm
* **During school holidays:**
  + 10 hours per week
  + Shifts to be discussed, hours are flexible
* Pay rate:
  + Normal rate: £12.50 per hour
  + Bank holiday rate: £18.75 per hour
* Annual leave: The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
* Expenses: You will be reimbursed for prior agreed expenses incurred as part of the role.
* Sick pay: I do not operate a private sick pay scheme but provided you meet the eligibility criteria, you may be entitled to Statutory Sick Pay (SSP).
* Pension: I do not operate a private pension scheme but I will fulfil my statutory obligations via the [NEST](https://www.nestpensions.org.uk/schemeweb/nest/about-pensions.html) pension scheme.

**The post is subject to the following**

* Background check: A satisfactory Enhanced with Children’s Barred List Disclosure and Barring Service check is required for this position.
  + *If you have been convicted of a criminal offence, please send these details to SIL in a separate email or in a sealed envelope together with a stamped addressed envelope. This will not be shared unless you are shortlisted for the post.*

References: If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed

* Trial period: This post is subject to a probationary period of 3 months.

**How to apply**

If you wish to apply for this position, please complete an **application form** and return it to SIL, quoting the job reference number **5019**.

**Please refer to the job description.**

**Online form**: <https://www.suffolkindependentliving.org.uk/application-form-1>

**Email**: [suffolk@silmail.org](mailto:suffolk@silmail.org) **Telephone**: 01473 603876

**Post - Address**: SIL, Unit 21, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD