

## **Female\* Personal Assistant required in Southwold**

**10 hours available per week**

**£15.00 per hour**

**Job reference: 5016**

***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 am looking for a compassionate, caring and open-minded female Personal Assistant to support me with attending the gym, going swimming and accessing the community. I also enjoy going to spiritual events, sister circles and yoga. It would be nice for my Personal Assistant to have similar interests as me, especially as you will be supporting me with seeing my friends. You will also be required to help me with housework and will need to be physically able to get my wheelchair in and out of my car. Previous care experience would be preferable, but a positive attitude is more important!

### **Main Duties and Responsibilities:**

- Housework
- Travelling to and from the gym/events/yoga
- Help me get changed for swimming, and getting into/out of the pool
- Personal care (washing and drying my hair)
- Taking my wheelchair in and out of the car

### **Personal Specification**

*(refer to these when submitting your application)*

### **Essential Criteria**

- Must be Female\* (\* Schedule 9, P1 of the Equality Act 2010 applies)
- Good communication skills
- Compassionate
- Caring
- Positive attitude
- Open-minded and friendly
- Self-motivated
- Able to use own initiative
- Able to work without supervision
- Reliable
- Adaptable/flexible
- Respectful

## Desirable Criteria

- Previous experience
- Great with long hair!

## Summary terms and conditions

- Hours, days and times of work:
  - 10 hours available per week so you should be flexible
  - Shifts will be Monday to Friday
  - You may be required to work the occasional weekend if there is an event I will be attending. However, I will discuss this with you beforehand
- Pay rate: £15.00 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](#) pension scheme.

## The post is subject to the following

- Background check: A satisfactory Enhanced with the Adult 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 **5016**.

**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