

## Female\* Personal Assistant required in Rushmere St. Andrew, Ipswich

Up to 5 hours per week

Hourly rate: £12.44

Job reference: 5006

### 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 an 12 year old girl who loves travelling, music, dance and swimming. Swimming is my favourite activity! I would love for someone to take me out swimming and doing other fun activities as well as spending time with me.

I use PECS which is a communication system interpreted through pictures as my communication is poor. However, I am able to understand simple sentences.

I love looking at long, beautiful nails which I may like to touch. If you do not like this, please cut your nails short as I may get upset if you do not like me touching them. I do not like vacuum cleaners and feel scared when I see one which can upset me and cause me to have a bad day.

You will be working in a pet and smoke free environment.

### Main Duties and Responsibilities:

I am looking for a personal assistant to take me out on the weekends and school holidays for days out to do activities and can support me after school on weekdays. I can use the toilet independently, but will need someone to escort me there.

### Essential Criteria

- Female personal assistant required \*Schedule 9, P1 of the Equality Act 2010 applies.
- Driving Licence and access to own vehicle.
- PECS communication required.
- Availability for after school hours.

## Summary terms and conditions

- £12.44 Per Hour
- Hours to be worked after school, at weekend and during the school holidays.
- The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
- 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).
- You will be reimbursed for prior agreed expenses incurred as part of the role.
- Potential for extra hours to cover sickness and holiday.

## The post is subject to the following

- Background check: A satisfactory Enhanced with Barred List(s) 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. 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, quoting the job reference number **5006** and return to SIL.

**Please refer to the job description, when completing your application form.**

**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 9, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD