

Sample Job Description

Job title: Personal Assistant (PA)

Reporting to: Employer

Location: Slough

Nature of the job role: To assist with a variety of tasks which will support the employer to live an independent personal and social life.

Main Duties:

Personal Care duties:

- Assist with showering/strip wash and general hygiene tasks
- Assist with dressing and/or undressing
- Support with manual handling and able to use a hoist
- Assist with toilet needs

Domestic duties:

- Light housekeeping tasks such as; hoovering, dusting, changing bedsheets, tidying and washing up.
- Able to prepare light meals and assist the employer with eating.

Social Duties:

- Keep the employer company.
- Assist with speech and language exercises and reading
- Accompany the employer with walks and exercises recommended by physio.
- Accompany the employer outdoors on a wheelchair with a family member present.

These duties may vary from day to day.

Any other reasonable duties that may be necessary.

Hours of work:

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10 hours per week.
2 hours per day Mon to Fri (10.30am – 12.30am)

Rate of Pay:

£10 per hour.

DBS Requirement:

Enhanced

Qualifications and Experience:

Essential: Must be patient, understanding and respect the employer's privacy and confidentiality. Must have access to a car and full UK driving licence. Looking for an individual who is reliable, organised and with good time keeping skills.

Must ensure safety at all times.

Preferred: Good communicator, previous caring role experience however not essential, must be willing to learn.