**Job Title:** Female Personal Assistant

**Hours:** 7 hours per week to be delivered across evenings as per schedule shown below.

**Job Overview**

A Female Personal Assistant is required to support with personal care and meal preparation.

7 hours are to be worked 4 evenings per week typically as follows:

Monday 5.15 pm – 7.00 pm

Wednesday 5.15 pm – 7.00 pm

Thursday 5.15 pm – 7.00pm

Friday 4.45 pm – 6.30 pm

Respecting privacy and dignity are at the heart of your work. You must understand the employer’s independence. You must be able to always maintain confidentiality in all areas of your work.

**Duties and Responsibilities**

The tasks are varied and based around the employer’s work and home life. As needs may vary, it is important that you remain flexible.

* To provide support with personal care needs as directed (support with dressing and undressing)
* To provide and serve an evening meal.
* To assist with shopping if required.

**Qualifications**

No qualifications are necessary as full training will be provided.

Experience in working with adults who have a physical disability would be preferred.

Applicants must be flexible, patient, trustworthy, friendly and have excellent time keeping at work.

The post is subject to satisfactory references and enhanced DBS checks which will be funded by the employer.

The applicant is required to have the characteristics set out which are deemed an occupational requirement of the role in compliance with the provision of the Equality Act 2010.