**Job Description**

**Job title** Personal Assistant

**Location** Newcastle upon Tyne (High Heaton)

**Hours** 16 hours per week

 Term time hours - 3pm to 6pm Monday to Friday

There may be extra hours available to

accompany family activities or to attend hospital appointments.

Hours will flexible during holiday times

**Rates of pay** £12.00 per hour.

**Purpose of the Job**

The purpose of the job is to supervise when he comes in from school. To always ensure his safety and ensure he has a snack and a drink.

**What he enjoys doing**

He enjoys eating out and going to familiar places. He loves to swim and enjoys music.

He is also very creative he enjoys drawing and designing models.

Sponge Bob is a favourite character of his and he has a love of plush toys. When he gets in from school, he enjoys some space and some down time. He will spend some time on his IPAD recovering from the busy school day. He needs low energy and low stimulus when he returns from school.

Routine and consistency are very important to him.

**What doesn’t work well for him**

Doesn’t like noisy, busy places. They overstimulate him and can cause a negative reaction.

He will not take part in activities that are prolonged, and 60 minutes is his tolerance level.

**Main Duties**

He needs someone to closely supervise him as he has no sense of danger. If he is out and about he will wander/run off. He has no concept of road safety.

He will also need to be supervised when in the kitchen and the bathroom.

You will supervise him at the family home and be there to meet him off his school transport.

When he comes in from school, he likes to change from his school uniform to his pyjamas, you will need to do this for him, and he likes as little fuss as possible and for it to be done quickly.

You will provide him with a small snack and a drink.

He will take some time and space to adjust from the school day and will spend time on his IPAD.

If he is not in his bedroom, he must be closely supervised.

**Other duties**

At other times we may require support to attend hospital appointments with him. These can be stressful times for him, and another pair of eyes and hands are useful.

There may also be opportunity to accompany us to activities outside of the house.

**Health Conditions**

He has ASD. He has good communication but can become uncooperative.

He has a severe nut allergy and has an epi pen. Training will be given surrounding this.

He has chronic asthma, if you notice any signs then you will contact us straight away and seek medical advice.

**Training**

There are no formal qualifications needed to do this job. The support involved can be learned through the Personal Assistant working with us.

You must be physically able to carry out the role as he is tall and will run fast.