Job Title**: Personal Assistant**

Location: **Fenham**

Hours: **5 hours per week – term time** - **job share** (half hour in the morning and half hour in the afternoon)

Rate: **£16.50 per hour**

**Job Purpose:**

We are looking for a compassionate, responsible Personal Assistant (PA) to support our daughter, Dua, a friendly, fun, and sociable almost 12-year-old with Apert Syndrome. Dua is fully dependent on a tracheostomy to maintain a safe airway, and she also has learning disabilities. Dua’s health condition requires careful attention to hygiene and PPE, including wearing a mask. The role will involve accompanying Dua in a taxi to and from school, ensuring her safety and well-being throughout the journey.

**Main Duties:**

Assist Dua in her taxi journeys to and from school, always ensuring her safety.

Maintain a safe airway for Dua via her tracheostomy during transport.

Perform an emergency tracheostomy change if required.

Recognize and perform suctioning as needed.

**Training Provided:**

* Tracheostomy management
* Suctioning
* Record keeping
* Mental capacity and safeguarding
* Basic life support (BLS)

**Essential Skills:**

Awareness and experience of working with individuals with a tracheostomy.

Ability to react quickly and efficiently in emergencies.

Good hygiene practices and the ability to maintain a clean environment.

Willingness to engage in required training.

**Person Specification**

To be a suitable candidate for this role, you should:

* Have a positive attitude towards working with disabled individuals.
* Be enthusiastic, self-motivated, and committed to providing excellent support.
* Be able to accept responsibility and use initiative and common sense.
* Be focused and able to react promptly and appropriately to emergencies.
* Practice good hygiene and cleanliness.
* Be prepared to engage in ongoing training and learning opportunities.

If you are compassionate, reliable, and dedicated to ensuring the safety and comfort of our daughter, we would love to hear from you!