Job Title: Female Personal Assistant

Location: Jesmond

Type: Permanent

Pay: £14.20/hour

Hours: Flexible, based on a 24/7 rota with the potential for additional hours.

About the Role

I am a disabled person living independently and require a Personal Assistant (PA) to support me in all aspects of my daily life, work, and personal activities. You will join a team of PAs providing 24/7 support to enable me to maintain my independence and busy lifestyle. This is a flexible and varied role, where every day is different. A bedroom and bathroom are available during sleepover shifts.

Responsibilities

• Personal Support: Providing assistance with personal care, grooming, household tasks (cleaning, laundry, shopping), food preparation, and light gardening.

• Work Support: Assisting with administrative tasks, note-taking, organising emails/documents, and preparing for meetings or events.

• Social Activities: Accompanying me to social events or outings, assisting with walking, navigating steps, and providing general support when required.

• Driving: Preferred but not essential. If driving, you must handle a large people carrier and use a wheelchair ramp (training provided).

• Pet Care: Feeding, walking, and grooming my dog.

Essential Skills & Qualities

• Punctual, reliable, and flexible, with a positive and proactive attitude.

• Respectful of my independence, privacy, and personal space.

• Calm, patient, and adaptable, with excellent listening and communication skills.

• Physically capable of general lifting (e.g., shopping bags).

• Proficient in using computers for basic work tasks (e.g., emails, scheduling).

• Comfortable around dogs.

• Able to maintain professionalism, confidentiality, and a cheerful demeanor.

Additional Details

• Training: Provided by me. You will learn on the job as we work together.

• Dress Code: Comfortable, practical clothing (e.g., jeans/leggings). Indoor slippers required.

• Food: Bring your own meals/snacks. Tea and coffee provided. Meals out will be covered.

• Mobile Phones: For emergencies or breaks only.

• Terms:

• Paid monthly directly into your account.

• 5.6 weeks of paid leave (pro-rata).

• Six-month probation period; one-month notice required after probation.

If you are enthusiastic, adaptable, and want to help me live independently while supporting me, I’d love to hear from you!