**Job Title: Personal Assistant.**  Male or female.

**Location:** Heaton, Newcastle  
**Hours:** 3 hours per week (flexible, evenings preferred)  
**Pay Rate:** £12.50 per hour

**Job Overview:**

One-to-one assistance required with basic domestic tasks and social activities to enhance safety, comfort and well-being.

**Key Assignments:**

* Meal preparation assistance including cutting raw vegetables and lifting pans.
* Help with domestic chores.
* Outdoor activities support, including appointments, shopping and errands.

**Job Specification:**

**Essential Skills & Attributes:**

* Excellent communication and interpersonal skills
* Patience
* Ability to work as directed
* Ability to understand and follow verbal and written communication/instructions
* Reliable, honest and trustworthy

**Desirable Skills & Experience:**

* No formal previous experience required
* Understanding of food safety, pathogen transmission and good hygiene practices

**Additional Requirements:**

* Pet friendly
* Willing and able to work in a smoking household
* Must pass a DBS check
* **Benefits:**
* Flexible working hours to suit both parties
* Rewarding opportunity to support someone's daily life
* Immediate start available