## Job Description and Person Specification

**Job title:** Female Personal Assistant (PA)

**Reporting to:** Direct Payment Employer

**Location:** Wallsend

# Hours of work: 24-32 hours per week until April/May 2026

# Tuesday 11am-7.30pm

# Wednesday 11.30am-8pm

# Thursday 8.15am-4.45pm

Every other Saturday 8.30am-5pm

All shifts over 6 hours include a 30 minute unpaid lunch break

(Hours to be discussed at interview)

# Rate of pay: £12.21 per hour

# Job purpose:

To assist with a variety of tasks which will enable the employer to live her personal and social life according to her wishes and interests.

# About the employer:

I am a lady in my 40s, I am registered severely sight impaired. Although I am very independent, I need assistance to undertake social and domestic activities that would be difficult for me without support. I live with my 2 children who are 12 and 6 years old, my guide dog and our pet dog. I love going on long dog walks either to the woods, beach, country park, National Trust etc. I am a keen baker; my son thinks I should open a cake shop they are so delicious. In the spring and summer we like to try and grow tomatoes, strawberries and raspberries in the garden. As a family we have days out at weekends and school holidays to National Trust, soft play, swimming, trampolining and days out organised by local organizations for Visually Impaired children. We have also had some fantastic trips away to Centre Parcs, Legoland and Glamping.

The position will involve assisting me in getting out and about to undertake a variety of activities. I require someone who can drive my automatic car to the places of my choice. I need assistance to enable me to go to community activities including supporting me to take my dogs for long walks, meeting friends, watching a musical at the theatre or a film at the cinema and finding new activities to try. The role will involve supporting me to taking my dogs for a free run, support to attend groups, shopping for food, household items and clothes, or meet a friend. In the house I need my Personal Assistant to help me read things, check things are clean and hygienic, treat stains on clothing, identifying outfits, prepare food, wash up, wipe around the kitchen and dining table to ensure they are hygienic and fetch and carry items. If you are working at a time when I have my children I will require support to enable me to take my children to activities of my choice such as soft play, swimming, National Trust properties, Alnwick Gardens, the beach.

When we are out and about, you will be acting as a pair of eyes for me. I often work my Guide Dog but I need verbal guidance of obstacles floor surfaces etc. There are some situations where and I will need or want to be physically guided by you. As a sighted guide you will need to guide me round obstacles, describing floor surfaces etc. My daughter has a Visual Impairment and I may also need you to verbally guide her or let me know when I need to hold her hand so you can guide us both. It is essential you are constantly aware of our surroundings even in a familiar place as obstacles can be in the way or layouts might have changed. I also require you to read sell by dates, prices, menus and other written material. You will need to be able to read and talk clearly, and have the confidence to do this in public venues. My son is autistic, has ADHD and Dyspraxia and some training around his needs will be given.

Training will be provided for the role, having enthusiasm and a positive attitude towards Disabled people along with a sense of humour are very important attributes for my PA to have.

# Main duties

**Domestic Assistance**

* Supporting me to do food shopping checking sell by dates on food, quality of fresh food. Finding items I need to purchase.
* Assisting me to prepare meals by chopping vegetables, reading recipes, measuring liquids, transferring things from one container to another and clean to up afterwards.
* Reading post and other written material.
* Making me aware of hazards such as wet floors or broken glass and assisting me to clear these up to make sure the area is safe.
* Helping me to organise files/cupboards and to always put things away in their exact place so I can locate things easily.
* Treating stains on clothing, identifying outfits.
* Supporting me with laundry (hanging out washing, folding washing and putting it away in its exact place)
* Some household maintenance tasks such as changing lightbulbs, unscrewing small screws on items.
* Some basic gardening tasks (helping me to weed and water my plants)

**Social Assistance**

* Being my guide, using vocal commands to guide me.
* Assistance with free running my dogs, guiding me, describing where my dog is and what it is doing.
* Describing visual things in group activities or exercise classes e.g. what the particular exercise I need to do is in a class.
* Assisting with shopping e.g. finding shops, sizes, prices reading offers to me etc.
* Assisting me with trying out new activities.
* Guiding me in familiar and unfamiliar places.
* Reading menus to me.
* Finding safe places to spend my Guide Dog.
* Assistance taking my children to activities by guiding me and my daughter, describing where they are and what they are doing.
* Support to allow me to socialize with family and friends

**Other Tasks**

* Fetching and carrying.
* Locating dropped items.
* Letting me know if clothes or other items are dirty.
* Driving my automatic car to the places of my choice
* Support to attend medical appointments and meetings (driving me, guiding me and reading information)

It is extremely important that my PAs understand the position is to support me and is NOT to parent my children. My daughter may need some verbal guidance due to her visual impairment but both my children know that I am their mum and my Personal Assistant is there to support me.

Enabling me to carry out any chosen activity whether inside or outside my home, by carrying out any other requests which I may reasonably make.

# Type of person that you/they are looking for:

* **Values**, I am looking for someone who has excellent verbal communication skills who is confident at speaking in public places. I am looking for someone who is able to work as part of a team and understands the challenges that disabled people can face on a day to day basis.
* **Specific requirements** A car driver with a clean driving licence who is able to drive an automatic car is essential for this role. You must be over 25 years old to drive my car for insurance purposes.
* **Other**: Due to the nature of this role the potential employer will be considering female applicants only.

# What you can expect to receive:

I have been employing my Personal Assistants for 14 years and I can provide on the job training. I will also look at any formal training you may need and I will provide you with relevant opportunities. Any shifts over 5 hours will include a 30 minute unpaid lunch break where you can have a break to eat your lunch and I will not require your support during this time. Lunch breaks may be out in the community. If they are at my home my PA has use of a kettle, microwave and toaster to heat any food/drink they have brought from home.

# Skills, qualifications and experience

**Essential**:

* A clean driving licence able to drive an automatic car
* You must be over 25 years of age to drive my car due to insurance.
* Excellent verbal communication skills
* Confidentiality
* Loves dogs and children
* Fit and active to be enable me to enjoy long walks.

**Preferred**:

* Knowledge of Visual Impairment would be an advantage to the role as would some understanding of Autism and ADHD