**Job Description**

**Ref: BI0925HZ**

**Job Title:**

Personal Assistant / carer

**Reporting to:**

Employer, who is the mother of the child requiring support.

**Location:**

INSCH

**Nature of the job role:**

A happy 12 old boy.

**Rate of Pay & Hours: £12.60 per hour**

**X 25 miles per week @ .45p per mile**

**TERM TIME X 4 HRS PER WEEK (2 x 2 hrs)**

**Main duties:**

**TO ASSIST AND SUPPORT THE MOTHER OF THE CHILD WHEN OUT ATTENDING ACTIVITIES WITH A VIEW TO THIS BEING CARRIED OUT WITHOUT THE MOTHER**

**TO KEEP THE CHILD SAFE AT ALL TIMES**

**Supervision and reporting relationships:**

The Personal Assistants will be directed by and accountable to the employer, who is the mother of the child receiving support. It is necessary to ask the employer what is required and to observe her

directions and requests. It is also necessary to respect the family’s privacy.

**Annual Leave:**

28 days pro rata (5.6 weeks per calendar year)

**Training:**

Full training will be provided and paid for by the employer. Training will include the following:

* Child Support and Protection
* Food Hygiene
* Medication management 3
* Personal care
* INFECTION CONTROL

**References and Disclosure Scotland Check:**

A reference from 2 employers, one of which should be current or recent is required.

**Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme.** Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/).

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | Experience of supporting children with support needs and young people/children | Experience of supporting children with additional needs in their own home. |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant training * Member of PVG Scheme or be prepared to join at own expense | SVQ Level II |
| **Skills/Abilities specific to the post** | * Good communication skills, ability to communicate clearly and sensitively * Use own initiative/self-motivation * Good Inter-personal and social skills * Form and maintain positive relationships * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Maintaining dignity and privacy of the family. |  |
| Qualities | * Kind and Caring * Honest and trustworthy * Empathy * Likes being active * A sense of humour and fun * Must like and get on with children * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other | * Experience with working with children with additional needs preferred.(not essential). |  |