**Job Description**

**Job Reference Number: DN0924GW**

**Job Title:** Personal Assistant

**Reporting to:** The employer will be the mother of the young boy requiring support

**Location:** Newburgh

**Rate of pay:** £12.66

**Hours of work:** 4.5 hours per week term time

 7.5 hours per week on school holidays

 (times to be discussed at interview- there can be flexibility for the right candidate.)

 **Nature of the job role:**

I am a young boy looking for an assistant with a friendly, positive personality and an enthusiastic approach to life. I would like to find someone who can offer encouragement, and help to improve my confidence and self-esteem. We would take part in activities and trips together.

My favourite days out are to the cinema, trampoline park and aquarium. I enjoy swimming, arts and crafts, and playing Minecraft.

Driver essential to take me on outings.

**Main duties:**

* Support with social outings/activities
* Support with basic life and social skills
* Some support with Personal care
* Respecting my privacy and my family’s – ensuring confidentiality.
* Maintaining a happy working environment.
* Always maintaining my safety.
* Any other duties consistent to the duty and authorised by the employer.
* Follow the care plan and advice given by other care professionals

**Training below will be offered and paid for by the employer:**

First Aid & Child protection

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, presentable, reliable and punctual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

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

**PVG will be required for successful applicant**

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS Payments. As an organisation we are not the employer but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the SDS Payment and not with Cornerstone.**

**Person Specification**

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| **Attributes** | **Essential****(The minimum acceptable levels for safe and effective job performance)** | **Desirable****(The attributes of the ideal candidate)** |
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| **Experience** | Experience of working with adults/children with support needs | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/self motivation
* Form and maintain good working relationships with colleagues and staff from other agencies
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
 | Ability to:* Form positive relationships with individuals
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| **Inter-personal and social skills** | Good communication skillsA sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceDriving licence and business insurance |  |