**Job Description**

**Job Reference Number: SL0224DM**

**Job Title**: PERSONAL ASSISTANT

**Reporting to**: Family member

**Location**:  **Laurencekirk**

**Rate of pay**: £12.49 per hour (Plus 25pence mileage)

**Hours of work**: **5 hours per week during term time, 10 hours per week during school holidays**

**Nature of the job role:** **To support an 8 year old boy with ADHD**

**Main duties**: **Accompany on outings and to clubs, encouraging play and ensuring his safety at all times**

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

Training will be provided as required.

**Annual Leave:**

The employer does not recognise public holidays.

**Desirable:**

Caring, active, reliable and experienced

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

A reference from 2 employers, one of which should be current or recent will be required. Employees will also be required to register with the PVG Scheme.

**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 is essential. | Knowledge of ADHD. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the young person at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** |  | Driving Licence and access to a vehicle with business insurance would be beneficial. |