**Job Description**

**Job Reference Number: BI1124LP**

**Job Title**: Personal assistant

**Reporting to**: Mother of the boy

**Location**: Inverurie

**Rate of pay**: £12.66 per hour

**Hours of work**: Hours can be split over 3 evenings or worked on a weekend (Can be discussed at interview)

**Main duties**:

Supervise and ensure the child’s safety during play at the park.

Encouraging physical activities, such as playing on swings, climbing frame, or running games.

Facilitating social interactions with other children in the park.

Helping the child develop social skills through interaction with peers or local community groups.

Supporting the development of communication and interpersonal skills.

Building the child’s confidence in new environments.

Providing encouragement and praise for positive interactions or achievements.

Assisting with any necessary preparations for outing, such as packing snacks or bringing appropriate clothing.

Following any specific instructions or routines provided by family.

To be sensitive, respect the privacy and confidentiality of personal information.

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

Training will be provided as required.

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable and punctual.

**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 would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. Be a good listener. * 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** | Social mileage included, therefore driving licence and business insurance essential |  |