**Job Description**

**Ref: GA0923HZ**

1. **The Employer**

The employer will be the mother of the young adult requiring support.

1. **Job Identity**

**Job Title:** Personal Assistant

**Location of Job**: Auchleven, Insch

**Working Hours**:

**2 x 2.5 hrs per week hours per week Mon to Fri (flexible after school)**

**TERM TIME**

**5 hrs per week/ SCHOOL HOLIDAYS**

1. **Rate of Pay: £12.49 per hour**

**Job Purpose and Way of Working**

To help the employer (mother of the child) to prepare her son for attending school/ dressing and providing encouragement for the school day ahead.(DURING TERM TIME)

The duties may also include:

* Supporting the client to take part in activities,
* To take responsibility, after discussion with the employer, a visit to the local park.
* During the school Holidays for activities.

1. **Supervision and reporting relationships**

Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing

directions and requests. It is also necessary to respect their privacy

1. **Skills, abilities and desirable personal qualities**

Applicants must be reliable, trustworthy and punctual and must able to work with the client on a one-to-one basis. It is important that you are able to interact with the young boy.

1. **Training**

Full training will be provided and paid for by the employer.

1. **Reference and Disclosure Scotland Checks**

A reference from 2 employers, one of which should be current or recent is required. A PVG disclosure Scotland check will also be required even if you have had one done for another employer recently.

**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** | Interest in working with young people with support needs | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills | Awareness of child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Valid driving licence and access to a vehicle |  |