**Job Description**

**Reference: KC0425LP**

**Job Title:**

Personal assistant

**Reporting to:**

Employer, who is the mother of the child

**Location:**

Kemnay

**Nature of the job role/Main duties:**

To support our Autistic daughter, in the community at activities or in the family home.

To encourage positive interactions with peers and family members.

To provide emotional reassurance during stressful or overwhelming situations.

To ensure she is supervised and safe at activities, in the family home at all times.

Practicing life skills, such as learning routines.

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

Monitoring for signs of sensory overload and implementing calming strategies.

Work according to guidelines

Assist with toileting

Any other duties consistent to the role and authorised by the employer.

**Hours of work and Rate of Pay:**

**£12.60 per hour**

**6 hours per week term time**

**18 hours per week half-term**

**Supervision and reporting relationships:**

The personal assistant will be directed by and accountable to the employer, who is the mother of the child. 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:**

5.6 weeks per calendar year

**Training:**

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

Child Support& Protection

First Aid

**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:**

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| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | * Experience of caring for and supporting young children | Experience of supporting people 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 in Child Care |
| **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 loving * Must like and get on with children * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other | * Driving license and access to car * Business insurance on own vehicle would be requested |  |