JOB DESCRIPTION

Ref no: MCNF0722SW

|  |
| --- |
| 1. EMPLOYER |
| THE EMPLOYER WILL BE THE MOTHER OF THE YOUNG LADY REQUIRING ASSISTANCE |
| **2. JOB IDENTITY** |
| **Post title**: Personal Assistant/Student Support | **Location:** Fraserburgh/Aberdeen |
| **Hours of Work:** 26 hours per week**Monday 7.30am – 3.30pm****Wednesday 7.30am – 6.30pm****Thursday 7.30am – 2.30pm** (hours may vary during school holidays or a/l could be taken) | **Term:** This post may be subject to PVG Disclosure Scotland and References**Tenure /fixed term:**Initially for one academic year, but hope this post will be ongoing |
| **3. PAY** |
| **The hourly rate is £10.81 per hour** |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| This young lady is a highly motivated young lady with physical needs. She has successfully worked to overcome or adapt to many of her problems and is just about to start a full time year studying for an HNC in Photography at North East Scotland College, Aberdeen. We are looking for someone who will support and encourage independenceThe PA/student support will help as and when required during the course and will also provide support to transfer for toilet visits. This will include duties around her studies which will include helping to: (as when required, to access materials, setting up tripods, changing lenses, contributing to group tasks, possibly writing notes if required. Attending college trips with student.**ALL DRIVERS WILL HOLD A FULL UK OR EU DRIVING LICENCE AND WILL NOT HAVE INCURRED ANY ACCIDENTS OR CONVICTIONS WITHIN THE LAST 5 YEARS**  |

|  |
| --- |
| **5. MAIN DUTIES** |
| This is a guide to the anticipated duties **Monday & Wednesday** (college attendance) Drive to Aberdeen in the mobility vehicle. Attend course and assist through out to include visits to the bathroom. Go for lunch, drive back to Fraserburgh.**Thursday** (college Attendance)Drive to Aberdeen in the mobility vehicle. Attend course and assist through out to include visits to the bathroom. Drive me back to Fraserburgh  |

|  |
| --- |
| **6. SUPERVISION** |
| Personal Assistant will be directed by and accountable to the employer and by the requirements of the college course. It is necessary to ask the employer what the support needs of the young lady are, observing the employer’s directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must always be observed. |
| **9. TRAINING** |
| Training would be provided and paid for by the employer: * Adult Support & Protection
* First Aid
* Food Hygiene
* People moving and handling
* OT training to be given re transferring - with Quick Move
 |
| **7. SKILLS & ABILITIES** |
| Applicants must be reliable, patient and trustworthy and be able to work in group situations and to be confident to work on a 1:1 basis. A good knowledge of written English and experience of possibly using a computer and online resources, confidently. A car driver would be essential as you will be required to drive the mobility car. Safety and care needs being the highest priority at all times. |
| **8. PERSONAL QUALITIES** |
| The successful applicant should have a caring, fun personality, and have an enthusiastic approach to life. An interest in photography, would be an advantage but not essential. Enjoyment of education and learning would be an advantage. However, it is important that applicants are responsible adults, experience is necessary as is a caring individual, which is of the upmost importance. |
| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognise public holidays. We would be looking at the successful applicant taking their annual leave a smuch as possible when the college is on breaks |
| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| 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.org.uk](http://www.disclosurescotland.org.uk) |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential****(The minimum acceptable levels for safe and effective job performance)** | **Desirable****(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** |  | No direct experience required, it is more important to be a caring trustworthy person. |
| **Education and Qualifications** | Good standard of education and interest in learning.Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:support and encourage independenceTo accept delegation and to also work without supervisionUse own initiative/self-motivationForm and maintain good working relationships with family members and staff teamBe flexible and adaptableUse a positive and supportive approachWork to guidelines and procedures.Confidence in using a computer and online resources. | Awareness of adult support & protection issues |
| **Inter-personal and social skills** | Ability to remain calm and composed in challenging situationsTo work in a nonjudgmental mannerGood communication skillsA sense of humorOutgoing personality |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeepingFull driving Licence |  |