**Job Description**

**Ref:** **TD720WE**

**Job Title:** Personal Assistant

**Reporting To:** Employer

**Location:** Support in the Durris area

**Hours of work:**

6 hours per week

Thursday and Friday

4:30 pm—7:30 pm (Flexible)

**Rate of pay:**

£10.80 per hour

Mileage paid for social outings

**Nature of the job role:**

To assist with a variety of tasks which will support him in his own home and outside life, allowing him to lead an independent lifestyle, to maintain a healthy level of physical activity and to help him to learn more about life outside school and the family home. To work on a one to one basis or as part of a team of carers required to provide all aspects of personal care and development.

**Main Duties:**

Taking him on forest walks, cycling and ideally to casual and/or organized sport training

Support wider education, for example: reading and mathematics, and coaching in management of external social situations

Assisting with personal care and development

Occasional meal preparation

Helping him to keep his room tidy and teaching him to be organised, cleaning areas of the house impacted by him

Accompanying him to sporting activities, such as Pittodrie for Aberdeen Football Club matches

Any other reasonable duties that may be required

**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 working with adults with support needs | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and staff from other agencies * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with individuals |
| **Inter-personal and social skills** | Good communication skills  A sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |