**Job Description**

**Job Reference Number: ML0924GW**

**Job Title**: Personal Assistant

**Reporting to**: Employer/Mother

**Location**: Mintlaw

**Rate of pay**: £12.60 per hour

**Hours of work**: Weekends: 3 hours per week term time & 4 hours per week in school holidays (times can be flexible).

**Nature of the job role**

I am a 10-year-old girl who requires support to spend time doing activities I enjoy whilst my mum has respite.

**Main duties**:

To support me to spend time in my local community doing activities I enjoy. I especially love horse riding if someone could accompany me.

To maintain a safe working environment

To respect confidentiality at all times.

To assist with any other duties consistent to the duty and authorised by the employer.

Follow the care plan and advice given by other care professionals

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

Child Protection

First Aid

**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** | Driving Licence and access to a vehicle with business insurance would be preferred. |  |