**Personal Assistant required in Newmarket, Suffolk**

**Termtime: 5 hours available per week**

**School holidays: 15 hours available per week**

**£12.21 per hour**

**Job reference: 5144**

**Job description**

*Although this job description is correct at present, it may change from time to time after negotiation with the post holder.*

*Must have the right to work in the UK to apply for this role, sponsorship not available.*

**Job purpose**

To support a high energy 7-year-old girl with special needs in Newmarket in her home and on family outings.

**About me**

I am 7-year-old girl with special needs living in Newmarket with my family and our 3 dogs. I have lots of energy and I love being outside and climbing. I am non-verbal and have my own way of communicating, which you will learn when you start supporting me, I have PEC’s but I do not like them.

It’s important you are always vigilant when supporting me, the expectation will be that you do not use your phone during your working time (unless there is an emergency). It is also important to be aware of younger children as I do not like them.

I need a patient and understanding Personal Assistant who can keep up with me (I am very fast and will have you running around). I also have meltdowns so it is important you are strong, so you can support me during these.

**Main Duties and Responsibilities:**

* Supporting me when we are out, to do what I want to do
* Supporting me in my home, to do what I want to do
* Changing my clothes, many times a day
* Changing my nappy
* Administering medicine, such as inhalers
* Supporting me during my meltdowns

**Personal Specification**

*(refer to these when submitting your application)*

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| **Essential Criteria**   * Understanding of autism * Caring, Patient and understanding * Non-smoker | **Desirable Criteria**   * Previous experience working with children * Previous working with children with special needs * PECs training but will be provided |

**Summary terms and conditions**

* Hours, days and times of work: Specific days and times of work to be agreed with the successful candidate, an idea of the support:
  + Termtime: 5 hours available per week at the weekends
  + School holidays: 15 hours available per week, ideally weekdays but we are flexible.
* Pay rate: £12.21 per hour
* Annual leave: The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
* Expenses: You will be reimbursed for prior agreed expenses incurred as part of the role.

**The post is subject to the following**

* Background check: A satisfactory Enhanced with Barred List(s) Disclosure and Barring Service check is required for this position.
  + *If you have been convicted of a criminal offence, please send these details to SIL in a separate email or in a sealed envelope together with a stamped addressed envelope. This will not be shared unless you are shortlisted for the post.*

References: If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed

* Trial period: This post is subject to a probationary period of 3 months.

**How to apply**

If you wish to apply for this position, please complete an **application form** and return it to SIL, quoting the job reference number **5144**.

**Please refer to the job description.**

**Online form**: <https://www.suffolkindependentliving.org.uk/application-form-1>

**Email**: [suffolk@silmail.org](mailto:suffolk@silmail.org) **Telephone**: 01473 603876

**Post - Address**: SIL, Unit 21, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD