**Personal Assistants required in Elmswell, Bury St. Edmunds**

**Up to 8 hours available per week- 4 hours Saturday or 4 hours Sunday- flexible hours**

**£12.21 per hour**

**Job reference: 5092**

**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 enable and empower a 10-year-old boy with additional needs in a range of settings on a 1:1 basis. To assist him to explore his interests, take him out and about for clubs and activities and provide his parents with additional support.

**About me**

I am a 10-year-old boy who is looking for up to 2 friendly, proactive and patient Personal Assistants to support me in attending various clubs and activities and to take me out and about for walks and to the park! I would also like my PAs to do fun and creative activities with me!

**Main Duties and Responsibilities:**

* Provide me with proactive support and assistance on a 1:1 basis to enable me to access leisure activities and clubs
* Support me in new experiences and participation in a broad range of activities
* Advocate and represent my interests as appropriate
* Support and assist me with my personal care where necessary
* Support me with eating and drinking where necessary
* Where necessary administer medication
* Regularly liaise with my mum and dad

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Must be flexible with start and finish times as activity times may vary
* Good oral communication skills
* High level of awareness of what works and doesn't work for me
* Enjoys working with children with additional needs
* Creative with a good knowledge of age-appropriate things to do
* Positive with a good attitude
* Enjoys going for walks

**Desirable Criteria**

* Full UK driving license and access to own vehicle
* Experience of children with additional needs, preferably speech and language difficulties and regulating behaviour

**Summary terms and conditions**

* Hours, days and times of work: either 4 hours Saturday or 4 hours Sunday- flexible start and finish times
* 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.
* Sick pay: I do not operate a private sick pay scheme but provided you meet the eligibility criteria, you may be entitled to Statutory Sick Pay (SSP).
* Pension: I do not operate a private pension scheme but I will fulfil my statutory obligations via the [NEST](https://www.nestpensions.org.uk/schemeweb/nest/about-pensions.html) pension scheme.

**The post is subject to the following**

* Background check: A satisfactory Enhanced with Barred List 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 **5092.**

**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