**Personal Assistant required in Leiston, Suffolk**

**1 position available for 43 hours per week**

**or**

**2 positions available for 21.5 hours per week per role**

**£12.50 per hour**

**Job reference: 5106**

**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 me with daily tasks, a little bit of housework, personal care and to engage in social activities.

**About me**

My name is Lucy, and I live in Leiston with my husband Andy and our 9 cats, (soon to be) 3 dogs and a tank full of fish! As you can see, I’m an animal lover so the ideal applicant would need to be comfortable working around my pets. I also like to go out and about, enjoy arts and crafts, making my own things (like jams and chutneys), going shopping, going on holiday, trying new activities, listening to music and watching films. I’m very outgoing, love to have a laugh and I’m willing to try anything. I’m looking for someone outgoing and with a good sense of humour to support me with daily tasks, personal care and to engage in social activities. A good personality is more important than previous experience or qualifications. We’re a non-smoking household, so you will be asked to smoke outside.

**Main Duties and Responsibilities:**

* Support me with attending and arranging appointments
* Providing me with personal care (i.e. showering)
* Supporting me with engaging in social activities
* Occasional animal care (e.g. going on dog walks with me)
* Helping me in the garden (e.g. sorting the vegetable patch)
* Supporting me with a little bit of housework (e.g. cleaning the floors)

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Must be comfortable around animals

**Desirable Criteria**

* Driving licence
* Previous experience in a similar role
* Willingness to learn
* NVQ in health and social care or other relevant area

**Summary terms and conditions**

* Hours, days and times of work:
  + Either 1 position available for 43 hours per week or 2 positions available for 21.5 hours per week
  + This role will require sleep-in shifts as necessary
  + Flexibility regarding hours is required, shifts are to be discussed
  + Monthly meetings will be held to timetable shifts ahead of time
* Pay rate: £12.50 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 6 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 **5106.**

**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