**Personal Assistant required in Bury St Edmunds, Suffolk**

**4 hours available per week**

**Mostly during school holidays and some weekends**

**£12.21 per hour**

**Job reference: 5084**

**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 provide care and support for a female 8-year-old child.

**About me**

I’m looking for a patient, kind and nurturing Personal Assistant to provide care and support for a non-verbal 8-year-old child, both at home and when out with the family. You will be supporting her with personal care, entertaining her with fun activities and taking her out and about to places like the park, leisure centre etc. A good attitude and approach are more important than previous experience. Due to the child’s lack of danger awareness, the right candidate will need to be on high alert when out and must limit all distractions. You be responsible to the child’s mother.

**Main Duties and Responsibilities:**

* To help with personal care
* Taking the child out and about (e.g. to the park, leisure centre, shops etc).
* To entertain the child with fun activities
* To provide care and support as required
* Caring for the child while out and about with family

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Good oral communication skills
* Good personal hygiene and cleanliness
* Patient, kind and nurturing
* Enjoys indoor/outdoor activities and physical play
* Creative and able to plan engaging activities

**Desirable Criteria**

* Experience in a similar role
* Basic knowledge of age-appropriate activities

**Summary terms and conditions**

* Hours, days and times of work: 4 hours per week, mostly during school holidays and some weekends
* 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 **5084**.

**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