

Personal Assistant (Bank Staff) required in Ipswich- IP3

£12.00 per hour

Ref: 4620

Closing date: 1st April 2022

About Me

I am a single female living in Ipswich with my adult son. I am passionate about animals and I'm frequently asked to dog sit for a friend.

I am a wheelchair user with a diverse medical history, I can experience periods of low mood but enjoy good humor and conversation.

My garden is an on-going project, and I would like to spend more time tending to it.

I mostly require support in my home, but occasionally support will be required within the community. Duties will include but are not limited to:

- Assisting with medications
- Cooking and preparing meals
- Assistance with washing, showering and personal care
- Household tasks including laundry, changing the bedding, washing up, Hoovering, etc.
- Shopping
- Assistance to medical appointments

Person Specification

Job requirements	Essential	Desirable
1. Qualifications and training	Full clean Driving Licence and access to vehicle Basic first aid	Care Certificate / Training relating to care work
2. Skills and abilities	Ability to be flexible and motivated Able to cook	Able to show initiative while lone working

3. Knowledge and experience	Knowledge around general food any hygiene	Experience in caring role
4. Personal qualities	Good communication skills Sense of humour Honest and trustworthy	

Hours and contract

I already have one Personal Assistant who supports me regularly, I am looking to add another team member who can provide cover and ad hoc support, though there may be opportunity for regular hours in the future.

I generally receive my support in the mornings and evenings, 30-40 mins per Visit, plus 2.5 hours per week for shopping/ going out, and 2.5 hours for further support around the house.

Terms and Conditions

Pay Rates:	£12.00 per hour
Annual Leave	The annual holiday entitlement for this position will be equivalent to the work which would normally be done during 5.6 consecutive weeks. Annual Leave to be planned and agreed in advance.
Background Checks	A satisfactory Enhanced Disclosure and Barring Service check is required for this position. If your application is 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.
Expenses	You will be reimbursed for any expenses incurred during the role.
Probationary Period	You will be required to work a successful probationary period of 3 months before permanent employment can be confirmed

How to apply:

If you wish to apply for this position, please complete the enclosed/attached application form (quoting the job reference number **4620**) and return to the address below.

You are welcome to attach a copy of your CV to support your application.

Email: suffolk@silmail.org

Telephone: 01473 603876

Post - Address:

Online form:

SIL
IP City Centre, Unit 9,
1 Bath Street,
Ipswich
Suffolk
IP2 8SD

