**Enthusiastic Personal Assistant required in Felixstowe**

**School holidays with opportunity for some daytime and evening hours in term time. Hours to be discussed at interview.**

**£12.21 per hour**

**Job reference: 5087**

**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**

The purpose of this role is to support a 14-year-old girl both at her home in Felixstowe and out and about.

**About me**

I am a friendly and sociable 14-year-old girl who is looking for a Personal Assistant to support me. I love music, dancing and books, and I engage well on a 1-1 level. I have epilepsy which is well controlled, and I am nonverbal and require support with eating, drinking and toileting.

You will be working in a pet and smoke free environment.

**Main Duties and Responsibilities:**

* Support me with eating and drinking.
* Support me with toileting (I have a stoma, and I am incontinent).
* Administering epilepsy medication (training will be provided).
* Taking me out and about to the park and shopping in my wheelchair.
* Being careful of things being left on the floor as if I see this, it may become a choking hazard.

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Non- smoker
* Patient
* Flexible
* Enthusiastic

**Desirable Criteria**

* Experience in similar role.

**Summary terms and conditions**

* Hours, days and times of work: School holidays with opportunity for days and evenings in term time. Hours to be discussed at interview.
* 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 **5087.**

**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