**Personal Assistant required in Norwich, Norfolk**

**12 hours available per week**

**Tuesdays, Thursdays and Sundays**

**£12.21 per hour**

**Job reference: 5062**

**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 all my personal care and help me do all the things I enjoy, such as going to music and other activities. You will help me to bathe, dress, eat my meals and go to bed. You will also support me to get out and about and take me places.

**About me**

I am a young adult with a rare genetic disorder. I am a wheelchair user but need help getting around. I like eating a variety of soft food, but I prefer cake! I am non-verbal but I am very expressive and sociable. Funny sounds make me laugh! I love music and enjoy listening as well as playing the drums and xylophone. I love animals, particularly birds, and I enjoy days out going for walks in nature. We do have a family dog who stays in the bedroom when we have visitors. I love being read to, especially rhymes and stories that rhyme. I like puppets and swimming, but I hate having my hair brushed or washed.

Preferably, the right candidate would have experience of working with people who have additional needs and would have manual handling and epilepsy training. The successful candidate will be responsible to my mother.

**Main Duties and Responsibilities:**

* Giving me a snack and drink when I get home and helping me take of my shoes and coat
* Helping me with the activities I enjoy
* Helping me to take a bath
* Supporting me to eat my supper
* Giving me my medication
* Brushing my teeth
* Helping me go to bed
* Reading to me
* Sometimes taking me to activities I enjoy e.g. Musical keys

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Kind
* Understanding
* Patient
* Good sense of humour
* Experience of working with people who have additional needs
* Self-motivated and can work without supervision

**Desirable Criteria**

* Driving licence
* Able to play a musical instrument

**Summary terms and conditions**

* Hours, days and times of work:
  + 12 hours available per week
  + Tuesday: 3pm – 7pm
  + Thursday: 4pm – 8pm
  + Sunday: 4pm – 8pm
  + I have respite care once a month, but these days aren’t fixed so some flexibility is needed. Extra hours can be made up on other nights, Saturday mornings or during holidays.
* 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 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 **5062.**

**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