

**Experienced Personal Assistant (part time) required in
Village near Bury St Edmunds**

- 17 hours available per week* -
- £11.50 per hour weekday/£12.50 per hour at weekends/ bank holidays -
- Times: 9.30 am - 6.00 pm -

Closing Date: 25th March 2022

Location: Thriving village near Bury St. Edmunds with good transport links

Hours: 9.30am - 6.00p.m. *2 days per week or equivalent on fortnightly basis. After approximately 3 months progression to include 2 evening + sleeping nights & early mornings

Remuneration: £11.50 per hour weekday/£12.50 per hour at weekends/ bank holidays (hourly rate will be reviewed in the first 12 months). £50 for the sleeping night (10pm - 6.00am) with day rates for evening and early morning hours before and after the night shift.

Commitment: This is a permanent position and we are looking for someone who has the intention of staying with us for at least 2 years (typically, our staff stay much longer).

Staff welfare and opportunities: option of private pension scheme, physical activity encouraged each shift, encouraged to attend training sessions and undertake professional development. Own en-suite bedroom and meals provided on sleepover duties.

About Me: Born and bred in Suffolk I am a keen countryside and farming enthusiast. I have extensive knowledge about many aspects of farming with farm machinery and dairy cows being two of my favourite topics. I also enjoy talking and learning about science, technology, environmental matters, robots, current affairs, food production and food quality. I really enjoy going for tranquil countryside walks and am keenly observant sometimes I like to stand a gaze at a scene or object. I attend computing classes, sailing (enjoy the motion and thrill more than learning how to sail) and for many years I have attended horse riding classes. I enjoy having close contact with animals especially horses, some dogs also cows and calves. At home I enjoy my vast tractor and farm machinery DVD's and am good at explaining how they work. I sometimes help with baking and cooking; I sometimes do art or craft work - I particularly like mosaics. I like a clean tidy house and I help to keep everything ship shape. I have learning disabilities and autism although I cannot read, write, count or judge speed I have a good memory, I am intelligent and can learn if given sufficient time and very clear demonstrations with plenty of practice.

The Job: One critical factor is knowing when to enable and develop potential/reinforce existing skills and when to care, support and encourage relaxation or give small batches of effective hands-on help. A person who is very, very observant, evaluates situations and always aims to enable and respect client alongside discovering their unspoken needs or barriers. Time management within reasonable flexible parameters, food preparation, driving my car so I can attend appointments, activities, reading and conveying meaning of letters, documents, my magazines, etc some personal care, helping me keep my home clean and safe, writing a daily report, dispensing medications, liaising with hosts, tutors, family, and other team members are some of the responsibilities of the job. Being willing to learn more about various health conditions, learning disabilities, autism and other topics relevant to the role is important. Being a good listener and equally a good communicator are two important skills.

Summary terms and conditions

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.
Expenses	You will be reimbursed for any agreed expenses incurred as part of the role.

The post is subject to the following

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.
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 the enclosed/attached application form and return to the address below.

NB - Please ensure you include names, addresses & telephone numbers of two referees, one of which should be your current/ last employer (if relevant).

Email: suffolk@silmail.org

Telephone: 01473 603876SIL

Post - Address:

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

Online form:

