

Job Description and Person Specification

Job title:
Personal Assistant (PA)
Reporting to:
(Your name)
Location:
Home care in the (do not put your address, just the area where your home is located) area.
Nature of the job role:
To assist with a variety of tasks which will support the employer to live an independent personal and social life.
Main duties:
Personal duties: (Provide list of duties)
Domestic duties: (Provide list of duties)
Social duties: (Provide list of duties)
These duties may vary from day to day. Any other reasonable duties that may be necessary
Hours of work:
(List the days and hours of work – you can add 'flexible hours to be mutually agreed' if you choose)
Rate of pay:
£ (insert weekday hourly rate) for weekdays, £ (insert weekend hourly rate) for weekends and bank holidays. £ (insert rate for sleepover) for sleepovers. (If the hours include evenings, sleepovers or weekends, list the different rates of pay e.g. weekdays, sleepover. Remember you must always pay at least the national minimum wage. (Details of any related benefits and pension)
Qualifications and experience:
Essential: (List the essential qualifications and experience you need your employee to have: e.g. driving licence, car and appropriate insurance, knowledge of a particular language or culture, able to swim, nursing qualification.)
Preferred: (List the qualifications and experience you would like your employee to have e.g. computer literate, good communicator, likes dogs, experience of this type of work.)