**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CV/021 |
| Salary or Hourly Rate: | £10-12 per hour (dependent on experience) |
| Hours of Work: | 25hrs per week term time before and after school increasing to up to 40hrs per week during school holidays. Occasional weekend working also available but is optional. |
| Location of Work: | Dalgety Bay |
| Contract Type: | Permanent |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date:  | 28th February 2020 |

**Role**

We are looking for someone very special to care for our adorable nine-year-old special needs son when he is not in school, as a permanent position.

Our son is autistic, and has ADHD and verbal dyspraxia. Although he is quite significantly challenged with his communication and social skills, he is a fun loving, very affectionate boy who is always on the go. His favorite activities are playing with his cars, babies and Lego, watching feature length animated movies and going for long walks in the fresh air. Cade is a big boy for his age so his carer needs to be fit and active to keep up with him and deal with his emotional breakdowns and tendency to bolt off. Cade also cannot be left on his own at any time as he has no concept of danger.

Cade attends a local school for Autistic children on Monday - Friday from 9am – 3pm. As such, we need help at the house from 7.15am - 9.15am to get him dressed, fed and ready for his school pick up. We also need you back at the house at 2.45pm for his drop off from school and to be with him till 6.45pm when we finish work. With Cade’s autism these everyday tasks can be a lot more challenging than with ‘neurotypical’ children so we need his carer to be physically fit and to have a lot of patience.

We would also be looking for you to help provide full-day support on Public Holidays (where we don’t get leave) and to work additional hours during the school holidays.

**Duties and Responsibilities**

* Assist with getting him dressed, fed and ready for his school pick up in the morning
* Being there to meet him when the school bus drops him home in the afternoon
* Organising activities for playtime
* Supervising him on trips outdoors
* Assisting with his evening meal
* Getting him washed and ready for bed
* Emotional and behavioural support

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | Able to be flexible with working days | ✓ |  |
| E3 | Non-smoker from a pet free home (due to family allergies) | ✓ |  |
| E4 | Able to work to own initiative and come up with ideas for things to do. | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E7 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly, fun and playful | ✓ |  |
| E9 | Enthusiastic and passionate about the job | ✓ |  |
| E10 | Clean driving licence with access to a car with business insurance | ✓ |  |
| D1 | Experience of working with adults/children with special needs  |  | ✓ |