**Personal Assistants Required (Females Preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/GG/010 |
| Salary or Hourly Rate: | £8.75 |
| Hours of Work: | 2 x 5hr 15m posts |
| Location of Work: | St Andrews |
| Contract Type: | Permanent; 2 posts |
| Working Pattern: | 7 days a week; mornings only. |
| Closing date: | Friday 15 March 2019 |

Duties to include the provision of personal care and medication prompts.

Personal Assistant required to provide care and support to a female within her home where she lives with her extended family.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. As the duties require flexibility the applicant should be local to St Andrews and surrounding area.

For further information and to obtain a copy of the job description for this post please enquire within or alternatively email [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk) quoting the reference number above.

To apply for this post please submit a copy of your CV with a covering letter by: Friday 15 March 2019

**Email:** [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk)

**Post:** SDS Options (Fife), West Shop, Law’s Close, 339 High Street, Kirkcaldy, KY1 1JN

**SDS Options Fife is advertising this vacancy on behalf of our client and are not the employer and cannot endorse any applicant and/or employer.**