**Personal Assistant Job Description**

**Vacancy Ref:**

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| **Location** | Enter location |
| **Hours**  | XX hours per week / enter work pattern if applicable |
| **Payrate** | £XX per hour |
| **Holiday** | 5.6 weeks per year including bank holidays (pro rata for part time) |
| **Driving Licence** | Yes - No - N/A (delete as appropriate) |
| **DBS Check**  | Yes - No - N/A (delete as appropriate) will be funded by the employer |

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| **A bit about me:** |
| *(i.e. I am fun loving, I like to meet new people, enjoys music classical music, I really enjoy making things and crafting, Pets?)* |

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| **About the role:** |
| *(Include what tasks they will be supporting you with – personal, domestic, social, other*  |

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| **The kind of person I am looking for:** |
| *(Think about the personal qualities and attributes you are looking for in a person, any particular skills or qualifications)* |

**Application Form:** [**https://www.wiltspa-reg.org.uk/vacancies-board/**](https://www.wiltspa-reg.org.uk/vacancies-board/)

***Please note that this advertisement has been placed on behalf of an individual employer that we are supporting. Should your application be successful, and you are offered the position, you will be directly employed by the individual employer and not by the***

***Wiltshire Centre for Independent Living.***