

# Sample job description and person specification

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**Job title:** Personal assistant (PA)

**Reporting to:** (Your name)

**Location:** (The area where you live - do not put your home address)

**Job purpose:**

To assist with a variety of tasks which will enable/assist the employer/person who needs care and support to live their personal and social life according to their wishes and interests.

This role involves live-in or overnight support.

**About the employer:**

Give a description of you/the person who needs care and support, for example, gender, age, likes, pets and hobbies.

Give a description of your/the person who needs care and supports' circumstances, for example, wheelchair user, complex health/care needs, specific medical or other conditions such as Cerebral Palsy, Epilepsy, Downs Syndrome, a learning disability or brain injury.

**Main duties:**

**Social duties**, for example, support to:

- keep in touch and socialise with family and friends
- attend adult education classes
- attend medical appointments
- do hobbies such as dog walking, yoga or playing a sport
- attend social events such as music gigs or the cinema
- attend work.

**Personal care**, for example, support with bathing, showering, shaving, teeth cleaning, dressing, catheter care, PEG feeding, administering medication, eating or performing exercises/physiotherapy.



nursing qualification

confidentiality

good at building relationships

specialist communication skills, for example, British Sign Language or Makaton, or a willingness to learn them.

**Preferred:** list the desirable skills, qualifications and experience that you would like your personal assistant to have, for example:

computer literate

good communicator

likes dogs or other pets

a good listener

ability to support people with behaviours which challenge.