

Personal Assistant Required in Gaywood 16 hours per week @ £13 per hours

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Company: UKCIL

Location: King's Lynn

Category: other-general

Job Reference

(86afcd11) **Summary**

Job Purpose: I am a bed-bound individual in poor health. You'd be preparing meals and providing bed baths and minor domestic support.

Please ensure that you are fit for work before applying. Recently some Applicants have accepted the job before realising they were unable to sustain regular Employment due to their own health issues. I'd like to avoid this because it isn't good for anyone, and new Employees often require a significant input of my time and energy during their initial weeks of adjustment. The aim is to create a supportive and stable work environment for all.

Please Note: Your interview will need to be conducted by email, please, because I find phone calls too complicated due to my health condition. Please reply to my initial email.

Details:

- Providing Meals
- providing bed baths.
- Domestic tasks such as changing bed linens.
- Other reasonable tasks to be mutually agreed upon.

Person specification Listed below are the skills and qualities that are essential for the post. My assessment of these, both on the application and during the email interviews, will be the main factor in determining if you are successful. Please refer to these when submitting your application.

Essential

- Female
- Competency in verbal and written English is essential.
- Honest, Considerate, Dependable and Patient.
- Must Live locally. Please note that although I am an occasional smoker, I can easily avoid smoking when you are working if you prefer, and I will need to employ someone who is willing to work at weekends.

Summary of terms and conditions

- The rate of pay for this position is £13.00 per hour; this would be paid monthly directly into your bank account.
- You will be reimbursed for any agreed-upon expenses incurred as part of the role.
- Hours and times of work: Part-time, 16 hours per week minimum. Weekly hours will usually be divided into 2 or 3 hour shifts. Extra hours will be available to cover the holidays and sickness of other staff, and preference will be given to applicants who feel able to do this within reason. Specific hours and times will be negotiated by email.
- The annual holiday entitlement for this position will be equivalent to the work I would normally expect to be done during 5.6 consecutive weeks.
- Free care skills training is provided to employed staff.

This post is subject to:

- A satisfactory enhanced Disclosure and Barring Service (DBS) check, the cost of which will be covered by the employer.
- satisfactory references from two referees, one of which must be your current or last employer.
- Completion of a satisfactory probationary period of 1 months.

- If this position requires any of the following, the employee will be required to complete free training: Manual Handling GDPR Stage One and GDPR Stage Two Health and safety Services

Meal Preparation

Personal Care

Domestic Care

Schedule, Pay & Hours Time Mon Tue Wed Thu Fri Sat Sun Mor Aft Eve ONA ONS ONA =
Overnight Awake / ONS = Overnight Sleep Hour/Week 16.0 Pay/hr £13.00 Weekly Actual £
Monthly Actual £ Annual Actual £10, Annual FTE £27, Back Apply

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