



Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/AR/286338
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	6 hours on a Saturday (term time) 42 hours per week (6 hours per day which can be flexible) during School holidays
Location of Work:	Kingskettle, Cupar
Contract Type:	Permanent
Qualifications Required:	PVG required - This role requires an enhanced check through PVG (Protecting Vulnerable Groups). Driver required due to area
Essential Requirements	Kind, caring and a good sense of humour.
Closing date	Apply any-time

Role

We are looking for a personal assistant to help a 14 year old male with social activities. The individual has Autism and is full of energy. He enjoys swimming, going for walks, aeroplanes and having fun.

Our client is looking for someone who is patient, caring and supportive. This post is looking for someone to do activities over the summer holidays with and help him to have lots of fun experiences. The hours can be discussed at interview.

Applicants must have a car due to the location

This role requires an enhanced check through PVG (Protecting Vulnerable Groups).

Duties & Responsibilities

- **Help to organise and decide on what activities to try**
- **Accompany on outings**
- **Supervise on activities due to no risk awareness**
- **Patience & kindness**



Person Specification

		Essential	Desirable
E1	Person Centred Approach with a caring and compassionate nature.	✓	
E2	A positive and flexible approach to work	✓	
E3	Demonstrable experience of working with people with personal care support needs	✓	
E4	Good hygiene practice, including personal hygiene, and a smart appearance	✓	
E5	Ability to give care and support with aspects of daily living in a manner that respects dignity.	✓	
E6	Experience of working with disabled people.	✓	
E7	Ability to work as part of a team	✓	
E8	An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check.	✓	
E9	Understanding and commitment to confidentiality and privacy.	✓	
E10	Friendly and approachable with a good sense of humour	✓	
E11	Understanding of Equal Opportunities	✓	
E12	Clean driving licence	✓	
D1	Understanding of health and safety issues in the home	✓	
D2	REHIS Food Hygiene Certificate		✓

To apply for this post please submit a copy of your CV quoting the job reference number above by:

Email: recruitment@sdsoptionsfife.org.uk

Or

Post: SDS Options (Fife), DPHS Fife, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, Fife, KY6 2AQ

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.