

## **PERSON SPECIFICATION**

For the role of Personal Assistant

### **Skills:**

Competent in supporting a disabled person with his personal care.  
Competent at carrying out domestic tasks (cleaning, laundry, preparing meals and drinks).  
Ability to follow clear instructions and manage your time effectively.  
Ability to speak clear English and communicate on the telephone.  
Ability to read and write English.  
Ability to work on their own initiative.

### **Experience:**

Paid or unpaid experience of carrying out domestic tasks would be an advantage.  
Paid or unpaid experience of supporting a disabled / elderly person to carry out personal care tasks necessary.

### **Knowledge:**

An understanding of health and safety is necessary.  
Knowledge and experience of dealing with mental health disabilities and elderly care.

### **General:**

Must be reliable and have a high level of commitment to the post.  
Must present attention to detail in domestic tasks.  
Must have experience of cleaning a home.  
A responsible attitude and outlook is essential.  
Must be sensitive to my needs.  
Working times are set at the moment but may change in the future and some flexibility around this is required.  
Must be willing to undergo CRB check.  
References are required.  
Preference for a local resident due to the requirements of the position.  
Must have experience of cleaning a home.  
You must be generally fit for lifting/bending, with an understanding of moving and manual handling and wheelchair handling.

Knowledge and understanding of confidentiality.

Must speak fluent English and be able to read English to a standard where you can read instructions or labels.

Must be prepared to work in a non-smoking home.

Must be punctual and reliable.

Must be aware of health and safety issues, both with regard to the employee's safety and the employer's.

### **Desirable**

Own car with clean driving licence and insurance that covers professional driving.

Be open minded, friendly and willing to support me with external activities such as attending social activities and medical health appointments.

Understanding of social model of disability and how this would shape your approach to the job.