

Person specification
Personal assistant

1. Someone who is hardworking, cheerful and enthusiastic -able to listen to instructions when given, able to act on them without further explanation, but who is also able to use their own initiative when required.
2. Someone who is intelligent, calm, positive, thoughtful and tidy.
3. Someone who is able to prioritise tasks, use time effectively and work on their own, without having to be constantly supervised.
4. Someone who is flexible and open to negotiating times and tasks required.
5. Someone who is trust-worthy, emotionally mature and responsible, reliable, honest and a good time keeper, preferably living locally.
6. Someone fit and strong, physically capable of lifting and carrying household items and completing tasks.
7. Someone who is not allergic to, unfamiliar with, or distressed by cats, preferably a cat-lover.
8. Someone empathic- able to understand and be sensitive to my illness and its treatments, how they can affect me differently on different days and how they impact on my life. Someone who reacts sympathetically and appropriately, treating me with dignity and not making assumptions about them or me.
9. Someone interested in forming a mutually respectful working relationship.
10. Someone who had good verbal and written communication skills with a good command of the English language.
11. Someone who must be able to respect my privacy and maintain confidentiality at all times about my personal and work life.

12. Someone who can commit to an agreed weekly schedule but also be willing to be flexible about hours should the need arise and willing to work negotiated unsociable hours. Someone who does not abuse this, by assuming I must fit in with their schedule, rather than their being there for my needs.

13. A non- smoker who has a professional and boundaried attitude to work, so is able to be appropriate and respectful in strictly limiting the use of their mobile phone at work.

14. Someone very aware of health and safety issues, both with regard to the employee's safety and the employer's.