



Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/ED/279455
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	7 hours per week Over 2x days – happy to discuss flexibility at interview
Location of Work:	High Valleyfield
Contract Type:	Permanent
Qualifications Required:	PVG required - This role requires an enhanced check through PVG (Protecting Vulnerable Groups).
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 30 year old female with her personal care. The individual has ME and fibromyalgia which means she endures chronic fatigue and pain daily. We are looking for someone who can support her to get up; washed/ shower; change and support with housework twice a week in ideally 3 ½ hour blocks. The hours can be discussed more in depth at interview.

Our client would like help with hoovering and light housework as well as personal care and meal prep. This lovely individual requires assistance to get up in the morning, showered and changed. PPE mask must be wore and will be provided.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work.

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

Duties & Responsibilities

- Assistance with personal care
- Assistance with meal prep
- Light housework- including hoovering.
- Patience & kindness throughout tasks



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.