

Job Advert

Job Title:	Personal Assistant
Job Reference:	SDS/LAW/266265
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	6 Hours Per Week to be worked flexibly on Wednesday's Saturdays' and Sunday's
Location of Work:	Kirkcaldy
PVG	An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check.
Essential	Driving licence. Commitment to inclusion of LGBT+ community.

About Our Client

We are recruiting for a PA to support an independent female who is a mother that loves to spend time with her 11-year-old child doing activities such as escape rooms, going to concerts and the park. You will be helping our client with everyday tasks and to build confidence.

She is committed to creating a workplace that is diverse and inclusive, and welcomes applications from all sections of the community, inclusive of BME and LGBT+ communities therefore it is important that you also respect and share this commitment.

About You

We are looking for an easy going and caring person with a positive outlook on life, you must have a real sense of fun and would enjoy spending time doing activities.

You will be reliable but also have a flexible approach to work. Hours of work are open to negotiation but may require change dependent on our client's health and wellbeing. We would always provide you with as much notice of any changes to your working hours as soon as possible.

The Role

The support that you would be providing would include:

- Shopping.
- Meal preparation.
- Light domestic duties inclusive of laundry.
- Driving to, accompanying, and taking part in activities with the client and her child (whilst the client's child would be included in the activities, she does not need any support in respect of parenting).

If this sounds like you, please send your CV and a covering letter telling the client about your hobbies and interests and what has attracted you to the role. Your application can be submitted by email or by post as follows:

Email recruitment@sdsoptionsfifeorg.uk

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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 employee.