|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Job Title: | Personal Assistant(s) Job-share considered | | Job Reference: | SDS/PB/083 | | Salary or Hourly Rate: | £11.50 per hour | | Posts Required: | **Post 1**  1 x PA (29 hours per week to be worked over 7 days)  **Post 2**  1 x Casual PA to cover adhoc periods of absence and annual leave. | | Hours of Work: | **Post 1 (29 hours)**  1:1 support x 1.5hr (am)  1:1 support x30m (tea)  1:1 support x30m (tuck)  Additional 11.5 hours to be worked flexibly during the week  **Post 2 (ad-hoc hours to be worked on a casual basis)**  Hours offered on an ad-hoc basis will be to assist in providing cover as follows:  1:1 support x 1.5hr (am)  1:1 support x30m (tea)  1:1 support x30m (tuck)  And may also include working additional hours during the week.  Timing of shifts to be arranged between PA and employer.  Flexibility is however required. | | Location of Work: | Glenrothes | | Useful Qualifications: | Previous experience of working within a support and care background and with disabled people with particular experience in mental health with emotional and behaviour management is essential. | | Additional information: | A full clean driving licence.  Experience of Manual Handling is desirable but not essential. | |  | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) | | Closing date | Friday 8 October 2021 | |  |

Our client is a 53 year old gentleman that is looking for PA’s that have an outgoing, positive and friendly personality, with a great sense of humour to provide support with all aspects of personal care.

You will be required to help me to live independently in my own home. I will need you to assist me in the provision of personal care and day to day activities. I am very family orientated, he has 2 grown up children and one young child. I enjoy cooking and history. Flexibility is required. Confidentiality and respect for my privacy and daily routine is of importance to me.

Experience in mental health conditions is essential. Applicants are advised that this role will be carried out in a non-smoking environment.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. As the duties require flexibility the applicant should be local to the Glenrothes and surrounding area.

For further information and to obtain a copy of the application pack for this post please visit <https://www.sdsoptionsfife.org.uk/employers-adverts.html>

or T: 01592 803280 or email quoting job reference number SDS/PB/083 in subject header E: [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk)

To apply for this post please submit a copy of your application form **to:**

**Email:** [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk)

**Post:** DPH & SDS Service, 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.**