**Personal Assistant required**

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| Job Title: | Senior Personal Assistant (Females only) |
| Job Reference: | SDS/LMcM/056 |
| Salary or Hourly Rate: | £11 per hour |
| Contract type: | Permanent, |
| Hours of Work: | 36 hours per week |
| Location of Work: | Dunfermline |
| Experience Required: | Previous experience of working within a support and care background and with disabled people. |
| Useful Qualifications: | A full clean driving licence is desirable but not essential. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | **Friday 30 April 2021** |

An exciting opportunity has arisen for a Senior Personal Assistant to lead a team of personal assistants who provide care for a young woman in her own home in the Rosyth area in Fife. The successful candidate will have extensive experience in caring for people with a learning disability and preferably with autism. Previous senior experience involving supervising staff is essential. The post holder will carry out her responsibilities as a senior whilst providing care alongside the team and will support, encourage and inspire the team to offer the highest standard of care.

Care is provided on a 24hr basis seven days a week. The rota is predominantly 12 hr day shifts with 12 hr sleeping night shifts. Nightshift hours are paid at the same hourly rate as day shift and are included in contracted hours.

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/LMcM/056 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 by **Friday 30 April 2021.**

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

**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.**