

Personal Assistant Required

Job Title:	Personal Assistant
Job Reference:	SDS/CV/021
Salary or Hourly Rate:	£10-12 per hour (dependent on experience)
Hours of Work:	25hrs per week term time before and after school increasing to up to 40hrs per week during school holidays. Occasional weekend working also available but is optional. <i>** This post is subject to reduced hours during COVID-19 period. The above working pattern may be negotiable with the ideal candidate. **</i>
Location of Work:	Dalgety Bay
Contract Type:	Permanent
PVG	This role requires an enhanced check through PVG (Protecting Vulnerable Groups).
Closing date:	Wednesday 30 September 2020

Personal Assistant sought to provide support to a 10 year old boy with autism, ADHD, verbal dyspraxia and delayed learning challenges.

Duties to include support in the morning to get him ready for being picked up for school, looking after him when he finishes school until his parents finish work providing him with dinner and organising activities at home or taking him on trips outdoors, and getting him in the shower/bath ready for bed.

Applicants must a clean driver's license, be a non-smoker, due to family allergies. You will ideally have carer/childcare experience with other special needs adults/children (although not a necessity).

For further information and to obtain a copy of the job description for this post please email

recruitment@sdsoptionsfife.org.uk

or visit our website <https://www.sdsoptionsfife.org.uk/employers-adverts.html>

To apply for this post please submit a copy of your CV with a covering letter by Wednesday 30 September 2020:

Email: jvdberg@bravurasolutions.com

Post: SDS Options (Fife), Caledonia House, Pentland Park, Saltire Centre, Glenrothes, 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.