PLEASE NOTE THAT THIS DOCUMENT IS INTENDED TO PROVIDE GUIDANCE FOR DIRECT PAYMENT USERS. YOU MAY WISH TO ADD TO OR EDIT THIS DOCUMENT TO MEET YOUR REQUIREMETS. THE COUNCIL DOES NOT TAKE RSESPONSBILITY FOR THIS DOCUMENT, RECRUITMENT OR EMPLOYMENT OF PERSONAL ASSISTANTS.

**Sample job description and person specification**

**Job title:** Personal Assistant (PA)

**Reporting to:** (Your name)

**Location:** Home care in the (do not put your address but the area where your home is located) area.

**Nature of the job role:** To assist with a variety of tasks which will support the employer to live an independent personal and social life.

**Main Duties:**

Personal duties:

Domestic duties:

Social Duties:

These duties may vary from day to day.

Any other reasonable duties that may be necessary.

**Hours of work:**

(List the days and hours of work – you can add ‘flexible hours to be mutually agreed’ if you choose)

**Rate of Pay:**

(Include the hourly rate)

**Qualifications and Experience:**

Essential: (List the essential qualifications and experience you need your employee to have: e.g. driving licence, car and appropriate insurance, knowledge of a particular language or culture, able to swim, nursing qualification.)

Preferred: (List the qualifications and experience you would like your employee to have e.g. computer literate, good communicator, likes dogs, experience of this type of work.)