

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 (add the tasks from your list – see page 2)

Domestic duties (add the tasks from your list – see page 2)

Social Duties (add the tasks from your list – see page 2)

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: (If the hours include evenings, sleepovers or weekends, list the different rates of pay e.g. weekdays - £8.00 per hour, sleepover - £37.80)

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.)