

Sample Job Description and Person Specification

This is an important document sent out with the application form. It is your opportunity to be very clear as to the type of person you are looking for and what the job will involve. It is important also for prospective employees to know what is expected of them.

The following is an example, and can be altered depending on your particular individual circumstances.

Personal Assistant Person Specification and Job Description

Please read the following information in the Person Specification and Job Description carefully before completing the application form.

General Information:

- The job of the Personal Assistant is to assist the disabled person to meet their personal care needs to a high standard.
- The Personal Assistant must always consult the disabled person and act upon their requests and directions.
- The Personal Assistant should always treat the disabled person with respect and dignity.

Person Specification:

As a Personal Assistant you must demonstrate that you have the following characteristics.

- Possess a positive attitude.
- Reliable and trustworthy.
- Able to accept responsibility.

- Able to work on your own, as part of a team and to collaborate with the disabled person.
- In good general health.
- Willing to learn the job well.
- Diligent and conscientious.
- Committed to equal opportunities in your attitude and the way you carry out your work.
- Possess problem solving skills.
- Understand health and safety issues.

Personal Assistant Responsibilities:

- Arrive at the agreed time ready to work.
- Give at least fifteen minutes notice if you are going to be more than ten minutes late.
- Respect the privacy of the person you are working for and maintain a professional approach at all times, being careful to treat your working relationships as confidential, including the assistance provided.
- Understand and be mindful of the disabled person's right to dignity, respect and independence.
- Communicate and discuss any problems that arise as soon as possible with the disabled person.
- Respect your employer's home, possessions and equipment.

Job Description:

- Support with personal care
- Food preparation and cooking meals
- Support with shopping

Learning the task involved:

The disabled person is the most qualified person to know what the disabled person's needs are and how they are best met. For the most part, therefore, areas of assistance can be learned and familiarised through the assistant and the disabled person working together. Where required, the disabled person, who is the employer, will provide practical support and training.