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| **Position: Personal Assistant** | |
| Thank you for your interest in the above mentioned job vacancy. I will be recruiting staff with the help of the Personalisation Support Service, Barnsley Metropolitan Borough Council.  The job is described below and an application form is enclosed for you to complete. | |
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| **About the Service User** | A 28 year old male in the Shafton area with Cerebral Palsy, Epilepsy and Learning Disabilities. He is a wheelchair user and has access to a Motability vehicle |
| **Hours and rate of Pay** | 16 hours per week. The employer is willing to be flexible. The earliest morning start is 07:30 am, evening shifts finishing at 21:15 pm and at least one shift at weekends. All to be discussed in more depth at interview stage.  The Personal Assistant will work as part of a small team and will follow a rota therefore ensuring that they will not work every weekend. The PA’s are provided with a rota a month in advance.  £8.25 per hour  The post will include 5.6 weeks annual leave (pro rata)  DBS check (formerly known as CRB) and references will be required. |
| **What you would be doing..** | Personal care including washing, dressing and toileting needs. Transporting the Service User on evening social outings. Working within the current team at the Service User’s home. Plus any other training relevant to the job. |
| **The person I would like…** | The ideal person will have plenty of proven experience of working with Service Users with similar disabilities. A car driver with a full clean driving licence is essential as the Service User has a Motability vehicle which the PA will be required to drive. |
|  | *Personalisation Support Service do not generally acknowledge receipt of applications, however, if you require an acknowledgement, please stamp and self-address a postcard, which will be returned to you on the day your application form is received.*  **Please return the Application form by: OPEN**  You will be contacted to arrange an interview if your application is successful. |
| **NB: BMBC PROVIDES A SUPPORT FOR INDIVIDUALS LIVING INDEPENDENTLY IN THE COMMUNITY AND WILL NOT BE THE EMPLOYER. YOU ARE EMPLOYED BY THE INDIVIDUAL CONCERNED**.  ***\*\* CV’s are not accepted please contact BMBC directly for an application form \*\****  **Please return all correspondence to:**  **People Directorate**  **BMBC Brokerage & Support Team, PO Box 634, Barnsley, S70 9GG.**  **E mail:** [**brokerageandsupport@barnsley.gov.uk**](mailto:brokerageandsupport@barnsley.gov.uk)  **Tel: 01226 772425** | |