|  |
| --- |
| **Position: Personal Assistant**  |
| Thank you for your interest in the above-mentioned job vacancy. I will be recruiting staff with the help of the BMBC Brokerage & Support TeamThe job is described below, and an application form is enclosed for you to complete.  |
|  |  |
| **About the Service User** | 13-year-old girl with Autism lives in Grimethorpe with her family  |
| **Hours and rate of Pay**  |  Hours per week 4 hour per week school term 8 hour per week school holidays £9.72 per hourThe 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…** | Enabling her to continue to live a full and independent life. This involves taking her out to social events and shopping trips and ice skating, eating out & tenpin bowling etc |
| **The person I would like…** | The position will require someone who is flexible, motivated patient, and understanding with a calming nature. Ultimately considerate to my needs. Being confident to assist me develop my social interaction. Or a willingness to attend any necessary training requirements.The ideal candidate would be like a part of my family. Car user with own car prefer. |
|  | *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.***Closing date for applications…..**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****Tel: 01226 772425** |