

# Job description & Person Specification Template

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

**Reporting to:**

**Location:**

**Job purpose:**

To help with various tasks that enable and support the employer/person in need of care to live their personal and social life in line with their preferences and interests.

**About the employer, their needs, likes and dislikes:**

**Main duties, that may vary from day to day:**

- **Social Care Requirements:**
- **Personal Care Requirements:**
- **Domestic Duties:**

# **Job description & Person Specification Template**

**Type of person that i am looking for:**

- **Values**
- **Specific Requirements**

**What you can expect to receive in the way of benefits:**

**Hours of work, days and specific hours:**

**Rate of pay:**

- **Day:**
- **Evening:**
- **Weekends:**
- **Sleepovers:**

**Skills, qualifications and experience:**

- **Essential**
- **Preferred**