**Job Description/Person Specification Information Form**

|  |  |
| --- | --- |
| Job Title: |  |
| Hours per week: |  |
| Days/times: |  |
| Rate of pay: |  |
| Permanent or temporary: |  |
| Key tasks for the role:E.g Personal care, support in accessing local community, shopping, house hold tasks etc |  |
| Key qualities required:E.g. approachable, local knowledge, flexible, good time keeping, reliable etc. |  |
| Do you require your PA to have specific training or qualifications? E.g. NVQ/QCF Level 2/3, manual handling, first aid, medication training etc |  |
| Any other information that may be useful within the job description/advert: |  |