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| Job Title | Personal Assistant (Female\*) (Ref : PA/RL/11/16) |
| Hours | 3 hours per week |
| Salary | £15,404 pro-rata (£7.60 per hour). |
| Duration | Permanent |
| Location | Willowbrae, Edinburgh |
| Closing Date | Monday 10th October 2016 |
| Contact | To apply, please visit our website at  <https://www.thistle.org.uk/work-with-us/current-vacancies> and apply online. |
| Important | Please inform your line manager if you intend to apply for this vacancy. |

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| **Personal Assistant Female\*** | We are looking for a sociable female with a range of interests to support a woman in her home in the Willowbrae area.  Support is mainly required with some basic personal care; some support is also required for help with tasks around the home and shopping. It would be desirable for the candidate to have their own car to support this woman with shopping and getting out and about from time to time.  Hours of work are usually for one hour 15 minutes in the mornings, from 9am, some days the shift would be longer. You would be joining part of a small, self-managed team and we are looking for someone who can be flexible and work on different days of the week as required. Each team member would work around 2 or 3 mornings each on a rota basis. It may be possible to combine this vacancy with another should the candidate be looking for more hours. Good communication skills are essential.  Applicants must have, or be willing to work towards a qualification meeting the standards required for registration with the Scottish Social Services Council.  In return you will have the satisfaction of working for an organisation at the cutting edge of designing individualised support arrangements that make a real difference to people’s lives. You will receive excellent training on full pay and you will be eligible to apply for our fully funded SVQ and other benefits, such as a contributory pension scheme, childcare voucher scheme and Hospital Saturday Fund. |

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|  | \*Exemption under Equality Act 2010  Thistle Foundation is an Equal Opportunities Employer  Successful candidates will be subject to a PVG check which will be paid for by Thistle.  Please note that CVs will not be accepted as an Application. |