

Job Description & Person Specification

Job title: Self-Employed Female Personal Care Assistant

Location: Bournemouth, Kinson BH11

Job purpose:

To provide friendly, reliable support with daily living, personal care, motivation, leading to engagement in meaningful activities once a relationship has been built.

About the individual:

The young woman you will be supporting has Special Educational Needs and benefits from consistency, understanding, and confident support. She is predominantly non-verbal and communicates in her own ways but can use set phrases to communicate basic wants and needs, so, patience, observation, and a calm approach are important in helping her feel understood and secure.

She uses a rollator to support her mobility. Although she can walk with assistance, she can sometimes be unsteady on her feet and may sit down. A Personal Assistant who is attentive and reassuring will be essential in supporting her mobility needs both at home and when out in the community.

She has a strong-willed and determined personality. This is a positive aspect of her independence, but it means she responds best to someone who is also confident, consistent, and gently assertive. The right person will be able to provide clear boundaries, positive encouragement, and a supportive presence that helps her feel safe and motivated.

She enjoys watching films, listening to music and exploring books. She will respond to someone who is patient, upbeat and has a sense of humour (and a love of singing!) The family of the young woman would ideally like her to become more active and engage with low-level physical activities. This may take time to develop as you hopefully form a strong, trusting relationship with her.

This post is restricted to women only as a genuine occupational requirement under the [Equality Act 2010, Schedule 9, Part 1](#), due to the nature of the role involving intimate personal care and for reasons of privacy and decency.

Rate of pay:

As self-employed, please provide rates on application

Employed rate £12.21 p/h

Hours of work: 6 hours on a Saturday or Sunday - flexible hours to be mutually agreed.

Main duties

Personal Care & Daily Living

- Assisting with personal care routine
- Food preparation and support with lunch time meal
- Watching and ensuring safety of the young woman and that her needs are being met
- Support with mobility, by providing access to rollator or if sat down in an unsafe place

Social & Community Engagement

- Sometimes supporting with accessing local activities and social outings, such as visits to the library, coffee shop, shopping and park walks
- Help build confidence in social situations and encourage meaningful connections

Motivation & Physical Activity

- Encourage and support participation in physical activities such as walking and gentle exercise
- Provide motivation, reassurance, and structure to stay active and engaged

These duties may vary

Qualities

- Values: honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, able to work alone, positive, willingness to travel, understands equality and diversity and a good sense of humour.
- Specific requirements: someone who has previously worked with SEN
- Other: due to the nature of this role i.e. personal care, the potential employer will be considering female applicants only.

Skills, qualifications and experience

Essential:

- Good communicator
- Good at building relationships
- Sense of humour
- Flexible and adaptable
- Someone who is resilient and consistent in their approach
- Reliable
- Ability to provide personal care
- Food preparation

Preferred:

- Driving licence
- Car and appropriate insurance
- Likes dogs or other pets
- Some knowledge of Makaton or signalong would be useful

Other Requirements

Essential:

- Provide evidence of self-employment such as Public Liability Insurance, Terms and Conditions, tax reference number.
- DBS check will be required
- Legally able to work in UK