

Top Tips for writing an advert

Job title

- Please indicate if you require a male or female assistant in the job title (you can only lawfully request a specific gender for reasons of privacy and decency, for example where personal care is required as part of the job).

Job title *

Assistant will be:

- Tick all that apply. See Information and Guidance section to find out more about how to check an assistant's eligibility for employed or self-employed work and your legal responsibilities in relation to this.

Assistant will be: *

Tick all that apply

- Paid
 Voluntary

Rate of Pay

- For more information on rates of pay check out the following website:
<https://www.disabilityrightsuk.org/how-much-do-i-pay-my-personal-assistant>

Rate of pay per hour (if employed)

There is no standard rate. You must not pay less than the current national minimum wage. Higher level demands are likely to be matched by higher hourly rates.

Short description

- Write a short summary of your requirements to encourage people to view your full advert. Include the key things people need to know, such as the area you live in, the number of hours you need, whether you need help at home or out and about and if you need someone who can drive.

Short description *

Brief summary to attract people to view full advert

Role description

- **Different things you need help with** - It is important that you include as much information as possible about so that people looking at your advert have a good idea of what will be expected of them.
- **Your/your child's needs** - You might want to provide more information about including any communication requirements, behaviour that might challenge you, restricted mobility, personal care requirements etc.
- **Hours** - You can be more specific about the number of hours you need in this section.
- For more information on writing a job description see the **Skills for Care Toolkit** on [Recruiting a Personal Assistant](https://www.employingpersonalassistants.co.uk/recruiting-a-personal-assistant/) (link: <https://www.employingpersonalassistants.co.uk/recruiting-a-personal-assistant/>)

Role description *

Check our top tips for guidance on filling in this section