

PREPARING YOUR PA JOB DESCRIPTION

This template is intended to help you develop a list of tasks that you wish to be included in your PA's job description. Some examples are suggested but there is also space to add your own.

Example

Personal care tasks				
Main Tasks	✓	Times	Days	Preferred methods/specific instructions
Getting up and going to bed	✓	08:00 - 09:00 and 21:00 - 22:00	Mon - Fri	Must have previous experience
Showering or washing	✓	08:00 - 09:00	Mon, Weds, Fri	
Going to the toilet				
Getting around at home	✓	08:00 - 17:00	Mon - Fri	

Key tasks

Personal care tasks				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions
Getting up and going to bed				
Showering or washing				
Going to the toilet				
Getting around at home				
Food & drink preparation				
Eating & drinking				
Cleaning teeth or dentures				
Hair care				
Nail care				
Getting dressed				
Bathing				
Change of used linen				

Other personal care tasks				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.
Medical tasks				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.
Medication				
Stoma or colostomy care				
Getting to and from medical appointments				
Other medical tasks				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.
Domestic tasks				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.
Household tidying & polishing				
Vacuuming & mopping floors				

Kitchen, bathroom & toilet cleaning				
Laundry and ironing				
Routine & light maintenance				
Routine & light garden tasks				
Shopping & paying bills				
Correspondence and making appointments				
Other domestic tasks				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.
Community living				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.
Work, learn or train for work				
Attend support or focus groups				
Take part in leisure activities				

Socialise with and meet others				
Perform civic or civil functions				
Contact and meet with family / friends				
Any other tasks...				
Main Tasks	✓	Times	Days	Preferred methods/ specific instructions.

Next steps...

Before you can write your job description you will also need to consider the skills and qualities your PAs will need to have. If you wish you can use **Writing a job description and person specification - Factsheet 2.1** to help you with this task.

Once you are ready to write your PA's job description you can use the employers template **Job description and person specification - No: 2.1 (b)** if you wish.