

Example **Written Statement of Employment**  
& Job Description

**Written Statement of Employment**

Name of Employer: .....  
(Direct Payment Recipient)

Address of Employer: .....  
.....  
.....

Telephone Number: .....

Name of Employee: .....  
(Personal Assistant)

Address of Employee: .....  
.....  
.....

Job Title:.....

**Commencement of Employment And Continuous Employment**

Your Employment With Your Employer Begins On : .....

Your Period Of Continuous Employment Began On : .....

**Job Description**

You are employed to work as a Personal Assistant and your Job Description is attached to this Contract.

**Job Location**

Your usual place of work will be at your Employers Address. Flexibility in terms of location has been agreed and you will be required to accompany the Employer to other destinations within your working hours.

**Pay**

Your rate of pay is agreed as £ . per hour.

You will be paid £ . weekly/four weekly on the ..... th Month or ..... day of the week.

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### **Hours of Work**

Your normal working hours will be ..... per week.

You will be required to work these hours between ..... and.....

You will/will not be required to work nights

You will/will not be required to regularly work weekends.

You will be required to complete a weekly timesheet of the hours worked.

The role may require additional or changed hours with due notice given by the Employer.

There may be occasions when the employer (for example is admitted to hospital) does not require the employee to work. In such situations the employee will be entitled to either the statutory guarantee pay or the daily rate of pay whichever is lower.

### **Holidays**

You are entitled to the statutory minimum holiday allowance. Currently this is 5.6 weeks per year including bank holidays. This means currently you are entitled to 5.6 weeks paid holiday per year (pro rata).

A holiday week is the equivalent of the number of hours or days you would normally work for me per week. Unless agreed and booked as part of your annual leave entitlement, you will be expected to work public holidays.

The holiday year runs from April 1st to March 31st in the year you leave or start. Unused holiday entitlement may not be carried forward. You will be paid for any holiday not taken if this contact is terminated.

### **Sickness Absence**

If you cannot work because of illness you must inform your Employer as early as possible on the first day and each subsequent day when you are unable to work. For alternative arrangements to be made the Employer requires the first day notification to be made at least one hour prior to your start time.

Self-Certification is allowed for a maximum of 7 days. You can collect a Form SC2 from the Post Office. After 7 days a Doctor's Certificate must be provided. You are not entitled to contractual sick pay. You may be

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entitled to Statutory Sick Pay if you have followed the procedures laid out above.

### **Pension Scheme**

There is no company pension scheme and therefore there is no contracting out certificate in force for this employment. You are advised to make your own arrangements.

### **Collective Agreements with Trade Unions**

There are no collective agreements with trade unions or other employee groups affecting this employment.

### **Probationary Period**

This post is subject to a probationary period of three months, which may be extended by the employer. During the probationary period employment may be terminated by either side with one week's notice.

### **Ending This Employment**

#### **Employee Obligations:**

During the Probationary Period the Employee must give the Employer at least one week's notice. After the Probationary Period the Employee must give the Employer one months notice.

#### **Employers Obligations:**

During the Probationary Period the Employer will give the employee 1 week's notice. After the Probationary Period the Employer will give the Employee one months notice. After four years service the employer will give the employee their statutory minimum, which is currently 1 week for every year worked up to a maximum of 12 weeks. (e.g. five years service will equal five weeks notice). The Employer reserves the right to make a payment in lieu of notice should it so wish.

### **Disciplinary Procedure**

Disciplinary Procedures are explained in the document called Disciplinary & Dismissal Procedure. If an employee is unhappy with a disciplinary decision or decision to dismiss you, you must contact your Employer.

### **Grievance Procedure**

The Grievance Procedure is explained in the document called Grievance Procedure. If you want to seek resolution of a grievance you must contact your Employer.

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### **Maternity/paternity & Adoption Leave**

The Employer will comply with current legislation and statutory allowances will be paid in accordance with Social Security Benefits Rules and Regulations.

### **Confidentiality**

You must not at any time disclose any confidential information arising out of your employment, unless such disclosure is authorised by the Employer or is protected under the Public Interest Disclosure Act. Confidential information includes personal information, financial details or the employer's domestic arrangements.

### **Health & Safety**

Every employee must comply with the Employer's health and safety policy and procedure.

SIGNED : ..... (EMPLOYER)

I have read, understood and accept the above terms and conditions of employment  
SIGNED: ..... (EMPLOYEE)

DATE: .....

OPTIONAL CLAUSES that you will need to add in to the Contract if required.

### **Smoking**

The employer operates a NO SMOKING policy and smoking is not allowed anywhere on the employer's premises or around the employer when escorting the employer outside of their premises during working hours.

### **Transport**

It is an essential part of the Job Description that the Employee is able to drive (Employers vehicle) and that he/she holds a current full UK driving license. Should the Employee lose their license it could result in dismissal or The employee undertakes before using their own private car in the course of their job to keep their car comprehensively insured for use for the purposes of the employer and ensure it has full and complete insurance in respect of all claims of whatever nature arising out of ownership and use by the employee of their car.

### **Meals on Duty**

The Employer will within reason, provide the employee with meals and refreshments during the hours they are working at no cost, or The Employer will not provide meals

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### **Media**

Communication with the press, television, radio, or internet must be authorised by the Employer if it is in any way connected with your employment or it likely to contain reference to the employer.

### **Working Overseas**

From time to time you may be required to accompany the Employer overseas. This will be for no more than 2 weeks in any 26 week period and payment will be individually negotiated. (Input requirements here as required)

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### **Job Description Sample**

#### **General**

I am disabled as a result of a spinal injury. It will be the job of my helper to assist me in the main areas of social and personal need. By providing assistance I will be able to lead an individual and independent lifestyle in my own home within the community. My assistant should be able to handle the physical skills of lifting, handling, pushing and bending. They will not need to be a strong person to do the job well but good general health is important. They should also feel confident to ask what my needs are and also be willing to listen to my requests and the directions that I give.

#### **Duties**

##### Personal Care Requirements

- Bathing in bed/ bathroom/ chair.
- Helping in and out of bed/ wheelchair.
- Toileting. Bowel and bladder routines. Fitting and care of urinary devices. Dealing with incontinence management.
- Assisting with dressing and undressing.
- Attention to personal grooming, care of hair, nails, feet, eyes, etc.
- Daily exercise, physiotherapy movements of limbs as required, mainly in the mornings
- Serving and cutting of food as required.

##### General Domestic Tasks

- Making and changing of bed.
- Laundry – washing and ironing.
- Housework, including cleaning, dusting, vacuum cleaning of rooms, furniture and fitments.
- Other general areas of household maintenance and shopping.
- Preparation, cooking of meals and washing up.

##### Examples of Other Duties

- Assistance in and out of car.
- Upkeep and maintenance of equipment, e.g. wheelchairs, hoists and other aids.
- Escorting to meeting, places of leisure, etc.

Note: All needs will vary from day-to-day and duties will alter accordingly.

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### **Qualifications and Personal Qualities Required**

- Ability to accept responsibility.
- Reliability and trustworthiness.
- Willingness to learn the job well.

### **Other Responsibilities**

#### **Confidentiality:**

I will need you respect my privacy. Many problems can arise from casual conversation about the care and assistance that you give. Try to maintain a professional approach at all times.

#### **Attitude:**

Appreciate the strains and stresses involved for me and the effect this can have on the acceptance of your help. Understand that the preservation of my dignity and independence is important. You should respect the possessions and equipment in my home. Use of the telephone, heating, television, radio, etc. are at my discretion.

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### **Person Specification**

It is the job of the Personal Assistant (PA) to assist in all areas of personal care and domestic need, and to act as a confidential escort, assistant and companion in the person's social and day-to-day activities. By providing help at the right time the disabled person is enabled to lead an individual and independent lifestyle in the community. The PA should always ask what the client's needs or wishes are and listen to the requests and directions. The PA should have the physical skills of lifting, pushing and bending. One does not have to be a strong person physically to do the job, but general good health and fitness are considered to be an advantage.

Note: All needs may vary from day to day & duties will alter accordingly, so the PA needs to be flexible with his/her time.

#### **Essential Qualities**

- Trustworthiness
- Empathy
- Caring attitude
- Clean and neat appearance
- Reliability
- Friendly, easy going manner
- Sense of humour
- Able to work with or without direct supervision
- Willingness and ability to learn
- Supportive and positive attitude

#### **Desirable Qualities**

- Non-smoker (smoking is not permitted in the house)
- Experience of similar work
- Able to deal with figures
- Qualification in care i.e. NVQ standard
- Clean Driving Licence
- Cooking skills
- Attitude

The PA must appreciate the strains and stresses involved for the disabled person, particularly in trying to run a home as normally and comfortably as possible with other people having to be around all the time. Acknowledge his/ her desire to maintain as much dignity as possible when having personal tasks carried out by you and to preserve

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independence. It should be remembered that as the person whose lifestyle you are helping to continue to maintain, the disabled person is the one to make the decisions, whether as small as when to wash the curtains or as specific as the correct way of putting on a coat. It is his/ her requirements you are carrying out, so you must treat him/ her first as your Employer.