

Want to know more?

Further information and lots of useful resources can be found at the following websites.

Disability Sheffield

www.disabilitysheffield.org.uk

Register FREE to become a PA

www.disabilitysheffield.org.uk/pa-register

Skills for Care

www.employingpersonalassistants.co.uk

Sheffield City Council

www.sheffield.gov.uk/caresupport/adult/support-available/employingpas

Contact us

Still got a question? Get in touch with Disability Sheffield to find out more.

Address

Centre for Independent Living
The Circle, 33 Rockingham Lane
Sheffield S1 4FW

Email

info.disabilitysheffield.org.uk

Tel

0114 253 6750

Fax

0114 253 6752

Text only number

07541 937 169

What is a Personal Assistant?

What does a PA do?

Who is their employer?

Where would I work?

What skill do you need?

Can anyone be a PA?

Is it the same as being a paid carer?

What about pay and conditions?

Will I have a contract?

Where are jobs advertised?

S Disability Sheffield
Centre for Independent Living

*Want to know more about
one of the UK's fastest
growing professions?*



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**Sheffield
Hallam
University**

Working as a
**Personal
Assistant**

All you need to know

All you need to know about working as a

Personal Assistant

What is a Personal Assistant?

It is someone who supports their Individual Employer, enabling them to be independent and live their life in a way they choose.

They are often known as PAs.

What does a PA do?

Every PA role is different as everyone who you support is different. In fact individual! So you might be involved in...

- **Domestic support**
Such as ironing, washing, cleaning.
- **Social Support**
Going to the pub and public places, meeting friends etc.
- **Personal Support**
Helping to shower or shave, toileting, putting make up on.
- **Education support**
Going to college writing, reading or presenting work.
- **Employment or volunteering**
Any task that supports them to do their job, at home or in the work place.

Where would I work?

Your place of work could be anywhere in the home or out and about.

Who is their employer?

Their employer is an individual who will have some care and support needs often funded by a Personal Budget and/or health needs that are funded by a Personal Health Budget.

They use the money to employ their own staff.

What skill do you need?

Being flexible and having a good work relationship with your employer are essential skills after that it all depends on the employers particular needs.

Many will provide training where necessary.

Can anyone be a PA?

Yes anyone, which could mean you!

What about pay and conditions?

A PA means being professional you become skilled and practised to do many different tasks.

Employers are registered with HM Revenue and Customs and comply with all relevant employment legislation.

Will I have a contract?

Yes, and a job description! It's just the same as any job. Although some PAs are self employed.

Where are jobs advertised?

- In the local press
- Job centres
- University and College Career Services
- Disability Sheffield PA register

Both full and part-time work is available.

Is it the same as being a paid carer?

No. The main difference is that a PA has been chosen by the employer after an interview.

The work they do is more of a social relationship, rather than being solely care focussed.

The term independent means...

"Supporting them to be in control of their lives and being supported in a way that helps them achieve this."