



Personal Assistant Factsheet - Employment

Requirements of employee

If a direct payment holder decides to employ you, and you would like to take up the role, then they will require the following:

- A **National Insurance (NI) number**.
- [Proof of right to work in the UK](#).
- A **Disclosure and Barring Service (DBS)** check.
- **Proof of address**, e.g. two letters confirming your address (if requested by the direct payment holder).
- **Educational / professional qualifications** that are relevant to the role (if requested by the direct payment holder).
- **References** / referee contact details (In most cases 2 are requested)
- Any other documents the employer / direct payment holder asks for that are specifically in relation to the job role you are applying for, e.g. First-aid training certificate.

Training

Employers/ direct payment holders are required to provide their staff with instruction, information, training and supervision. Health and safety legislation applies to employers of 5 or more staff who are then legally required to provide training. Sometimes you will attend courses alongside your employer.

If you have not already undertaken training, and depending on the tasks you will be asked to undertake, the sorts of courses you may need to consider are, for example:

- Moving and Handling, if moving and handling is required this is compulsory
- First Aid
- Infection Control
- Food Hygiene
- Administration of Medication
- Health and Safety



Contract

If you are accepted for the role and you agree to take up the job, then a contract should be given to you by the DP Holder / your employer and signed on the first day of employment.

Terms of employment

- There will be a probationary period, i.e. a time duration of 'let's see how we work together', and this will depend on the direct payment holder, though it is usually 3 to 6 months.
- As a minimum, you are entitled to statutory holiday pay; this will be calculated according to your hours of work.
- You are automatically entitled to pension contributions when you sign a contract with your employer / the direct payment holder.
- You may be entitled to statutory sick pay (this depends on your weekly gross pay).

Salary

Haringey Council is committed to the Ethical Care Charter, which includes the payment of London Living Wage (LLW), so they allocate funding to direct payment holders, after an assessment of their needs by either a social services department or the local health service. Therefore, you will be paid the London Living Wage.



Where can I get more information?

Disability Action Haringey can be contacted regarding Personal Assistant support and connect you with employment opportunities.

Address: 33 Winkfield Road, Wood Green, N22 5RP

Email address: info@d-a-h.org

Telephone number: 0203 355 0071

If you would like to find out more about finding and recruiting a personal (care) assistant, please visit find-a-pa, a digital Personal (care) Assistants (PA) Platform. <https://www.find-a-pa.co.uk/haringey/haringey/>

If you are a carer and would like more information on receiving support, please contact **Haringey Carers First**.

Haringey Carers First.

<https://www.carersfirst.org.uk/haringey>

Phone: 0300 303 1555

Email: hello@carersfirst.org.uk

Address: Resource Hub, 1 Russell Road, Leyton, E10 7ES

Skills for Care:

The Skills for Care website provides more information for Personal Assistants: [Personal assistant toolkit \(skillsforcare.org.uk\)](https://www.skillsforcare.org.uk)

This information is presented in a range of toolkits. If you are unable to access the Skills for Care website, you can call 0113 245 1716