

# How to find a Personal Assistant

There are two main ways to recruit a personal assistant:

1. Employ them personally
2. Use a care agency to employ a personal assistant on your behalf

## 1. Employing a personal assistant yourself:

You may wish to employ a family member or a friend as your personal assistant. This is allowed as long as that person does not currently live with you.

You could also advertise for a personal assistant in local job centres, or in the paper.

## Legal Requirements

- If you decide to employ a personal assistant yourself, there are a number of requirements which you must adhere to.
- You must be registered as an employer.
- You must pay the personal assistant their wages as well as paying their tax and national insurance.
- You will have to pay them holiday entitlement and arrange cover whilst they are away.
- The personal assistant must be given a contract with a job description and number of hours required on it.
- The house must provide a safe environment for them to work in.
- You will need to have a back up personal assistant in place encase they are sick.

- Your personal assistant will also need to be trained in the relevant mandatory training which includes: Safeguarding, Food Hygiene, First Aid, Infection Control and moving and Handling. They should be able to provide certificates as proof that they have completed this training. If not then they may need re-training. They may also need additional training. There is a wide range of courses available dependant on your requirements.
- All personal assistants must have at least the safeguarding training. This is to protect you from abuse. This is provided free of charge by all care agencies.
- You will also need to carry out a Criminal Record Check on your personal assistant to help protect yourself from possible harm or abuse.

## 2. Using an agency to find a Personal Assistant

- There are a number of agencies who will be able to help you find the right personal assistant to meet your needs.
- Most agencies can provide a range of services dependant on how much or how little support you require.
- Services may include
  1. A full service which provides the personal assistant for you, they will pay the personal assistant, carry out a full vetting of the personal assistant including CRB check and obtain references, pay holiday pay and provide cover whilst your personal assistant is on annual leave.
  2. A matching service: you will pay the agency a small fee to find you a personal assistant. They will match your requirements with the traits of a personal assistant. Once you have met your personal assistant and you are happy with them, you will carry out all other tasks including CRB checks, paying them and organising all their training.
  3. We will carry out a full vetting service of your personal assistant. This will include carrying out a criminal record check and collecting references from previous employers.

4. Training service: we provide an extensive range of training courses which you can pick and choose from to ensure that your personal assistant is fully trained.

## Six Tips of what to look for when finding a PA

Finding a Personal Assistant that is right for you is extremely important. Here are our top tips of what to look out for when looking for an agency to supply your PA:

1. They should be CQC (Care Quality Commission) registered
2. They should be BSI registered
3. They should be members of the UKHCA
4. They must carry out CRB checks
5. They should have a good track record so look out for customer testimonials.
6. The agency should provide training for their care workers