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| **N0** | **Recruiting a Personal Assistant** | **Tick** |
| 1 | Write a [job description and person specification that](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Recruiting-a-PA.aspx#:~:text=Writing%20a%20job%20description%20and%20person%20specification) says all the things you need / want your Personal Assistant to do |  |
| 3 | Write your [job advert](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Recruiting-a-PA.aspx#:~:text=Writing%20your%20job%20advert) |  |
| 4 | [Advertise](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Recruiting-a-PA.aspx#:~:text=find%20out%20more.%E2%80%AF-,Advertise%20your%20job,-See%20ways%20that) your job |  |
| 5 | Choose who to interview |  |
| 6 | Find location to for the interview |  |
| 7 | Invite candidates to the interview |  |
| 8 | Do the interview - make sure you take notes |  |
| 9 | Offer the job to chosen candidate - do not rush this step |  |
| 10 | Inform unsuccessful candidates – people may ask the reason why they have not been successful |  |
| 11 | **Do the right checks on your chosen candidate:**   * References from previous employers * Review qualifications and evidence of their training * [DSB checks](https://www.gov.uk/dbs-check-applicant-criminal-record) to look for any criminal records * [Right to work checks](https://www.gov.uk/legal-right-work-uk) - You must check the person meets the laws about working in the UK |  |
| 12 | Keep a record - You should keep all the paperwork from recruiting your personal assistant for at least 6 months |  |

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| **N0** | **Before your Personal Assistant starts** | **Tick** |
| 1 | Write your job [**contract**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Before-your-PA-starts.aspx#:~:text=contract%20of%20employment.-,Contract%20of%20employment,-You%20must%20have) which is an agreement between you and each person you employ |  |
| 2 | Set up an [**induction**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Managing-and-developing-your-PA.aspx#:~:text=and%20training%20opportunities.%E2%80%AF-,Induction,-When%20your%20personal) for your personal assistant |  |
| 3 | Set up [**paying your personal assistant**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Before-your-PA-starts.aspx#:~:text=problems%E2%80%99%20section.-,Paying%20your%20personal%20assistant,-You%20can%20do)  You will either do this yourself or use a payroll scheme, such as a local accountant or a direct payment, personal health budget. Check out the hourly rate calculator |  |
| 4 | Register as an [**employer for tax**](https://www.gov.uk/guidance/check-employment-status-for-tax) |  |
| 5 | Set up a [**pension**](https://www.thepensionsregulator.gov.uk/en/employers) for your Personal Assistant |  |
| 6 | Be aware of your Personal Assistants [**Redundancy rights**](https://www.gov.uk/redundancy-your-rights/redundancy-pay) |  |
| 7 | Be aware of your Personal Assistant [**Parental rights**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Before-your-PA-starts.aspx#:~:text=Maternity%2C%20paternity%20and%20adoption%20rights) |  |
| 8 | Be aware of your personal assistant [**time off rights**](https://www.gov.uk/holiday-entitlement-rights)including Holiday hours |  |
| 9 | Set up a [**grievance policy**](https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures) |  |
| 10 | Set up a [**disciplinary policy**](https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures) |  |
| 11 | Set up your employers’ liability [**insurance.**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Before-your-PA-starts.aspx#:~:text=assisting%20(RUILS%2C%202013)-,Insurance,-Individual%20employers%20need) This protects you and your Personal Assistant if there is an accident while they are at work |  |
| 12 | Check with your insurance company to see what support they can offer you |  |
| 13 | Ask your personal assistant to share current certificates as proof of training they have already completed. – Make a record of these. |  |
| 14 | Ask your personal assistant if they need any [**training**](It%20is%20important%20that%20your%20personal%20assistant%20has%20the%20training%20that%20they%20need,%20to%20be%20able%20to%20work%20for%20yo) to carry out your tasks |  |
| 15 | Make sure you are aware of [**Health and Safety Law**.](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Before-your-PA-starts.aspx#:~:text=%E2%80%AFfor%20more%20information.%E2%80%AF-,Health%20and%20safety,-You%20have%20a) You must make sure that you and your personal assistant stays safe and healthy at work |  |
| 16 | **Make sure you keep secure records of all the below**   * when you pay tax / national insurance * how many hours your personal assistant works * when they take holidays * how much you pay them and when * when they are sick or if any accidents or injuries occur |  |

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| **N0** | **When your Personal Assistant starts** | **Tick** |
| 1 | Go through the contract of employment - both yourself and your personal assistant need to sign and keep a copy |  |
| 3 | Go through your [**induction**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Managing-and-developing-your-PA.aspx#:~:text=When%20your%20personal%20assistant%20starts%2C%20you%20should%20plan%20an%20induction%20to%20explain%20what%20you%20want%20them%20to%20do%2C%20how%20you%20want%20things%20to%20be%20done%20and%20introducing%20them%20to%20their%20workplace.%C2%A0) |  |
| 3 | Explain your house rules and expectations |  |
| 4 | Show them around your home where to find things they need |  |

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| **N0** | **Developing your Personal Assistant** | **Tick** |
| 1 | Set up a [**supervision**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Managing-and-developing-your-PA.aspx#:~:text=%E2%80%AF-,Supervision%E2%80%AF,-Meet%20with%20your) for every 3 months - record these sessions in a secure place |  |
| 2 | Make sure your personal assistant has the relevant [**training and qualifications**](https://www.skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Employing-a-PA-Toolkit/Managing-and-developing-your-PA.aspx#:~:text=restraint%20(Disability%20Sheffield)-,Training%20and%20qualifications,-It%20is%20important) to support you. You can send them on courses to develop their skill set, |  |
| 3 | Ask if your personal assistant can complete the [**15 Care Certificates**](https://www.skillsforcare.org.uk/Developing-your-workforce/Care-Certificate/Care-Certificate.aspx) |  |

**Notes:**