

Recruiting a PA



1

Write your job descriptions and personal specification.

What tasks do you want your PA to do? What skills and experience does your PA need? What personal qualities do you value?

2

Advertising

How will you advertise your job? Your advert should include a brief description of duties, pay rate, hours, area of work, specific requirements, how candidates will apply, and any relevant checks needed.

3

Shortlisting and interviewing

Read all applications and decide who you would like to interview. Prepare a list of interview questions and choose a good location. You may want to interview with a friend or family member.

4

Offering the job

Once you have decided on a candidate, offer them the job and complete any of the required checks and references.

More information

Skills for Care's advice on recruiting a PA can be found [here](#).

Example PA job adverts can be found on the KCIL website.



BEING A GOOD BOSS



Before your PA starts

Contract of employment

A contract of employment is essential. It should contain all relevant details to ensure you and your PA understand their responsibilities. Ask us if you need an example contract or would like help writing one.

Probationary period

A probationary period is a trial phase to find out if you and your PA are suitable for each other. Usually, this period lasts between 3 and 6 months.



Paying your PA

When paying your PA, it is necessary to meet all your legal obligations as an employer. I.e. pay at least the minimum wage, pay tax and national insurance contributions for your PA.

This can be a complicated therefore we advise you use a payroll service, for example PayPacket or our partner Money Carer Service MCS. The advantages of using a payroll service include calculating employee pay, deduct tax, and issue payslips and P45 when required.



Keep accurate paperwork

The paperwork that you have to keep depends on what is agreed in your support plan. However, bank statements and timesheets are compulsory for everyone.

More information

Skills for Care's advice on 'Before your PA starts' can be found [here](#).

BEING A GOOD BOSS



Managing your PA



Induction

Take the time to introduce your PA to their workspace.

Set boundaries

Set boundaries with your PA early on.

Value and respect

Ensure your PA is being treated fairly.

Good communication

Ensure you and your PA understand each other's needs.

Confidentiality

All personal information about you and your PA should be stored securely.

Health & safety

As an employer, you are responsible for your PAs safety while working.



More information

Skills for Care's advice on 'Managing and Developing your PA' can be found [here](#).