

PERMANENT PART-TIME LIVE-OUT PERSONAL ASSISTANT JOB

GELLIGAER | GWENT | WALES | GB

Salary: £20 gross per hour

PHS Job 3560

Perfect Household Staff is delighted to present an excellent opportunity for an organised and compassionate personal assistant to support an elderly lady living in Gelligaer, Gwent, Wales. Nestled amidst the beautiful Welsh countryside whilst remaining within convenient reach of nearby towns, Gelligaer offers a peaceful environment with excellent road connections. The principal is an elderly lady living with dementia and her beloved cat. The family is seeking a pro-active, reliable, and highly organised personal assistant who can introduce order and structure to the daily running of the household whilst ensuring appointments, correspondence, and household administration are managed efficiently.

Working as a personal assistant within a private household offers a rewarding opportunity to make a genuine difference to the principal's quality of life. This role is centred around household administration rather than personal care and requires a professional capable of implementing effective systems, managing schedules, liaising with carers and contractors, and ensuring the household operates smoothly. The successful candidate will be confident communicating with external professionals, organising appointments, assisting with correspondence, sourcing contractors, and supporting the principal with everyday administrative tasks. Flexibility is important, as although most duties can generally be completed during one working day each week, occasional attendance on additional days may be required to accommodate the household's changing needs.

Our household staffing agency has been assisting professional personal assistants find the perfect domestic staff jobs for over a decade. We are one of the top boutique personal assistant agencies in the UK. If you are looking to be employed as a personal assistant, you have come to the right place. We will help you to find a fantastic personal assistant job.

Only candidates who have the eligibility to work in the UK will be considered for this role.

Type: Permanent, Part-Time, Live-Out

Working Days: One onsite visit per week and continuous remote management of the household

Working Hours: Approximately five hours per week

Language: English

Salary: £20 gross per hour

Location: Gelligaer, Gwent, Wales

Perfect Household Staff • Residential Concierge & Domestic Recruitment

15 Stratton Street • London, W1J 8LQ • phone: +44 (0)203 376 6088 • fax: +44 (0)207 960 6100
Company N.7197 595 • email: enquiries@perfecthouseholdstaff.co.uk • www.perfecthouseholdstaff.co.uk

Starting Date: ASAP

This is a live-out position located within reasonable travelling distance of Gelligaer. The household offers flexibility regarding the working schedule, making the role suitable for professionals seeking supplementary employment or combining this position with other commitments.

Main duties of the Part-Time Personal Assistant:

- Managing the day-to-day administration of the household for a disabled homeowner with already established daily care visits and a 3 x weekly housekeeper.
- Supervising the housekeeper's task list, and (if agreed) providing cover for the housekeeper during periods of annual leave when required.
- Implementing and overseeing efficient systems and procedures to ensure the household runs in an organised and structured manner for the resident, pet cat, and all support staff visiting the property.
- Liaising with domestic contractors (e.g. podiatrist, gardener, or handyman), obtaining quotations, arranging appointments, and monitoring maintenance works remotely or onsite as required.
- Organising appointments and maintaining an accurate household calendar.
- Ordering groceries and household supplies as required.
- Interfacing with the carers at the house as required (e.g. monitoring the carers' log to track meals eaten to adjust food orders accordingly, checking the new medications delivered by the pharmacy are present and correct before they are needed).
- Completing occasional household errands.
- Dealing with mail so that appropriate action is taken where necessary, and that all paperwork is organised efficiently.
- Assisting the principal with writing letters and managing routine correspondence.
- Monitoring household administration and ensuring all paperwork is organised efficiently.
- This role requires excellent attention to detail, organisation, communication, and proactive troubleshooting, demonstrating discretion, reliability, and initiative.
- Providing compassionate support whilst respecting the principal's independence and dignity.

Requirements for this Part-Time Personal Assistant job:

- Three or more years of private personal assistant or housekeeper experience
- Two excellent checkable references
- Conversational English
- UK working permit



If you are personally interested in the housekeeper job or are aware of another potential professional personal assistant who may be interested in such a vacancy, please apply via the website or email alexander@perfecthouseholdstaff.co.uk.

We are always excited to register new applicants and are happy to answer any questions our candidates have on the vacancies!