

## Factsheet C4: Recruiting new employees

There are many things you will need to consider when recruiting an employee and we understand it may seem a little daunting, but hopefully it's not as complicated as you might think. The main benefits of employing a person privately are you are the employer, so they work for you; you decide what you want them to do; and you decide when you need them to work.

If you are recruiting someone to work for you and you require some support and advice, this series of factsheets will guide you through the process. They cover creating a job description and person specification, advertising the job, shortlisting, interviewing, offering the job and setting up employment. If you require further support throughout the recruitment process, you can get this from an accredited service provider of which Equal Lives is one. For more information, please call the Equal Lives Information and Advice Service on: 01508 491210 or email [info@equallives.org.uk](mailto:info@equallives.org.uk).

We have created a recruitment template booklet that you can use alongside the examples to create the documents you will need, such as a job description, person specification and terms and conditions.

It is important you take the time to work through the factsheets and really consider your options; to ensure the employment is a success. Remember it is up to you to decide how you would like to recruit and employ your personal assistant, as you are the employer.



## **Paying for dedicated recruitment support**

If you would prefer dedicated one-to-one support throughout the recruitment process, you can get this from an accredited service provider, of which Equal Lives is one of the providers. For more information, please call the Equal Lives Information and Advice Service using the contact details above. A full list of accredited providers can be found on the Equal Lives and Norfolk County Council websites.

## **Employing someone you already know**

You may have a friend, relative or neighbour already in mind. Employing someone you know can help you to feel more at ease, as they may already understand your needs. However you need to be aware employing someone you know, may change your relationship with them and as their employer you will need to be comfortable directing them in their work, talking to them and disciplining them if they do something you're not happy with. It is a good idea to discuss how you will deal with problems that may arise at the start of employment. **Please note:** You cannot use Direct Payments to employ someone that lives at the same address as you unless you have discussed and had agreement to do this from your Care Assessor.

If you decide to employ someone you know you will not need to advertise or go through the full recruitment process. However, we would recommend you create a **job description** and **summary terms and conditions**.



## **Recruiting someone you don't know:**

You may be nervous about recruiting and employing someone you don't know, but don't worry, there are many benefits to this (e.g. you decide when you want them to work and what you want them to do) and there are checks you can carry out to ensure you are as safe as possible. If you are recruiting someone new, you will need to create a **job description, person specification** and **summary terms and conditions**.

**Please note:** If you are recruiting for a child under the age of 8, please refer to the 'Registered Childminder Regulations' factsheet.

The job description shows what is expected of an employee, the person specification shows what skills, qualities and knowledge is required for the role and the summary terms and conditions show the terms of employment, within these is the option to have a probationary period, it is a good idea to include this (even if you know the person you are employing) as it allows time to assess your employee's performance in the role and deal with any issues as they occur; (with guidance if required). At the end of their probationary period if you are satisfied, you can confirm their employment. The notice period can also be shorter for both parties in a probationary period.

## **Creating a job description**

Whether known to you or not, as the employer you should document what you would like a new employee to do. This is summarised in the form of a job description. When you create a job description, it should include:

- An accurate job title
- The main duties of the job
- What the employee is responsible for and who they report to



## **You may also wish to include**

- The main purpose of the job (one or two key points)

You can ask yourself the following questions to help you identify the things you should include within your job description:

### **What would you like to call your employee? (Job Title)**

e.g. Personal Assistant (PA), Support Worker, Driver/Companion.

### **Where will your employee be working (Location)**

e.g. East Norwich. You should not put your full address here.

### **What would you like your employee to do? – (Duties)**

You can list all the things you would like your employee to do here e.g.

- I would like someone to take me shopping once a week
- I would like someone to prepare my lunch for me every day

### **What is the main purpose of the job? (Job Purpose)**

This should be a summary of what you would like the employee to do e.g. – to support me with my morning routine and to prepare me a light lunch.

You can use the example on the next page to draw up your Job Description. The job reference and closing date will be covered in the factsheet 'Advertising the vacancy' so you can come back to this later. **Please note:** If you want your employee to work with children or young people please include a line in the job description to state this, (as shown in the example).



### ***Example Job Description***

Listed below are the details and purpose of the job including what tasks are involved. Please refer to this when submitting your application for the post.

**Job Title:** Personal Assistant

**Job Reference:** 1962-1

**Closing Date:** **26<sup>th</sup> December 2012**

#### **Job Purpose:**

To support me with everyday living needs and to take my son to school.

#### **Location:**

Norwich (Thorpe St Andrew)

#### **Details:**

The role will include the following tasks:

- To take my son to school
- Supporting me to sort through winter and summer clothes
- Help with the computer to be able use Ebay and perhaps sell some clothes
- Helping me to tidy and maintain my house
- Prepare me a light lunch
- Hygiene cleaning - keeping the kitchen, bathroom and fridge/freezer clean
- Taking me shopping (grocery and personal)
- Helping with washing clothes
- Minimal Personal care. May involve support to wash my feet

**NB - This job involves working with young people or children** (Please DELETE above sentence - if not applicable)



## Drawing up the Person Specification

The person specification can now be created. It should state the skills, knowledge and qualities needed for the job, taking into account what you are asking to be done in your job description.

The person specification sits alongside the job description as together they show what the job is and the type of person required for the job. You can ask yourself the following questions to help identify things you should include within your person specification:

### What is really important about the person you are looking for?

You need to consider what you need the person to be able to do to fulfil the job, if they need to have any particular skills and what type of personality and approach you would like them to have, e.g. punctual, friendly, reliable, can administer medicine.

### Do they need to have any previous experience and/or training?

You need to consider if you would like them to have any experience or qualifications e.g. moving and handling qualifications, or have experience working with children. **Please note:** If they are to work with a child under the age of 8 and are taking them out of the family home for more than two hours, then they may need to be a registered child-minder.

From these questions, you can then decide if the things you have identified are **essential** for the job or whether they would be **desirable**. For example, it may be essential that the person employed can transfer you to a wheelchair and push you along in it, but only desirable that they have qualifications in moving and handling, as you are happy to teach them yourself or allow them to attend some training.



You need to ensure nothing in the job description or person specification could be interpreted as discriminating against any applicant as it is illegal (see the 'Ensuring You Don't Discriminate' factsheet for further details).

You can now use the example on the next page to complete your own person specification.



## **Example Person Specification**

Listed below are the skills, abilities and qualities that are essential and desirable for the post. My assessment of these, both on application and at interview, will be the main factor in determining if you are successful. Please refer to these when submitting your application.

### **Essential**

- Patient
- Honest
- Trustworthy
- Punctual
- Flexible with working hours
- Ability to communicate and work together where possible
- Ability to use initiative when I am not well
- Reliable
- Able to transfer and push me in my wheelchair

### **Desirable**

- Previous experience with children
- Car owner / driver



## Summary terms and conditions

All of the terms of employment are shown below. Some of them are statutory (marked by \*) and required by law, and others may not be relevant to you.

- \*The rate of pay for this position is £..... per hour/day/night/week. (This should be listed within your support plan, if you have a Personal Budget or Personal Health Budget, or if you are funding your own care it should be the amount you wish to pay ensuring it meets National Minimum Wage requirements.)
- The pay will be twice the normal rate(s) for work carried out on a bank holiday. (If you wish to offer this it should have been covered by on-costs within your support plan or you may wish to set aside some money for this.)
- You will be reimbursed for any expenses incurred as part of the role. (If you are going out and about with your PA you will need to cover any of their travel costs if they are incurring these themselves. This may have been included in your support plan. If not you will need to arrange this privately with your employee.)
- \*Hours and times of work: You should state in here the hours and times you want them to work per week (as set in your support plan or the hours you have decided).
- \*The annual holiday entitlement for this position will be equivalent to the work I would normally expect to be done during 5.6 consecutive weeks.



### **The post is subject to the following:**

- A satisfactory Disclosure and Barring Service (DBS) check, the cost of which will be covered by the employer. (An accredited provider can carry out a DBS check if you have a Personal Health Budget or fund your own support. If you are recruiting for a child or receive a Personal Budget, Norfolk County Council will cover these costs.)
- Satisfactory references from two referees, one of which must be your current or last employer.
- Completion of a satisfactory probationary period of .....weeks/months. (This gives you time to see how you and your employee get on and if they can fulfil their role.)

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: [info@equallives.org.uk](mailto:info@equallives.org.uk), or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

