

Employing a Personal Assistant

Some things to think about



A Personal Assistant (PA) is someone you employ directly to support you with daily living tasks like washing and dressing, shopping, housework, laundry, preparing meals and going out and about.

Job Description. Think about the type of person you want to employ and the things you want the person to help you with. We will help you write it down.

Finding a Personal Assistant. If you don't already have someone in mind, Ruils runs a website www.find-a-pa.co.uk which can put you in touch with people who work as PAs. You could also advertise on Gumtree or in the local press.

Making checks. Once you have found a PA, as an employer you need to check that they have the legal right to work in the UK and keep copies of evidence such as visas. We also advise you to take up references and a DBS (police) check. We can help with this.

Contract of employment. This details what you expect from your PA and what your PA can expect from you. Both of you would sign and keep a copy each.

Employers Liability Insurance. You must have this insurance cover to employ staff. It is purchased as an annual policy and is covered by your budget.

Annual Leave. All staff, regardless of the hours they work, are entitled to paid annual leave. This is equivalent to 5.6 weeks per annum in relation to the hours worked. You need to keep money aside to allow for cover while your staff take paid leave but this is allowed for in your budget. We make this easier by keeping holiday records for you.

Paying staff. Your staff cannot be paid in cash. Richmond Council prefer you to use their prepaid card which has the money loaded on it each month. You can transfer money on line or by telephone. This makes life easier because you don't have to keep receipts or fill in returns.

Tax, National Insurance and PA Pensions. You will need to pay tax and National Insurance out of the money you pay your staff and possibly contribute to a pension scheme. Ruils provides a payroll service so we will calculate these amounts and send you payslips each month. We can also help you set up and administer PA pensions.

Additional information and useful tips and templates are available on our recruitment handbook through www.find-a-pa.co.uk

Don't worry, we can help! For more information contact:

