

How to Place an advert on the IOW PA Noticeboard

- Go to <https://isleofwight.panoticeboard.org.uk> and click 'Register' at the top of the page.

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PA
noticeboard

Isle of Wight
Personal Assistant
Jobs Noticeboard

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The Isle of Wight Personal Assistant/Carer noticeboard is a free service that lists PAs looking for work and Individuals looking for PAs to support them at home and in the community

- You will need to create an account as a 'direct employer looking for a PA' (anyone can place an advert on behalf of the client)

Registration type

I am a personal assistant looking for work

I am a direct employer looking for a PA

Full name

Email

Password

Repeat password

Where did you hear about us?

--Please choose an option--

Register

Already registered?
Login today to start using the PA Noticeboard

Login

- Enter your name in the 'Full name box', enter your email address in the 'Email' box (this is the email address you will receive any notifications relating to your advert to) and create a password in the 'Password' box, choose something you'll easily remember as you'll need to log in again. You'll also need to select how you heard about the PA noticeboard from the drop down list before it will let you register.
- Click 'Register'
- Once you've registered an activation link will be emailed to the email address you used to register containing a link to activate your account. Find this email in your inbox (check your junk email folder if it does not arrive) and click on the link within the email to activate your account. You'll only need to do this once.
- Once you have clicked on this link to activate your account, you will be asked to add your telephone number to your profile. Add your telephone number and click on 'Save Profile'

How to Place an advert on the IOW PA Noticeboard

- After you log in, click 'My Account' at the top of the page and click 'Add new advert'

Screenshot of the IOW PA Noticeboard 'My Account' page. The page shows the PA Noticeboard logo, navigation links (Home, About, Search adverts, How to register, Training for PA's, Events), and a 'My Account' section with buttons for 'Edit profile', 'Add new advert', and 'Search personal assistant profiles'. A purple arrow points from the 'My Account' link in the top navigation bar to the 'Add new advert' button.

- Here you will be able to create your advert.
- Title: - in the title box include a brief description to attract the immediate attention of the PA. e.g. "4 hours per week community support for young man in Totland"
- Summary: - This is the main portion of your advert and should contain information that best represents your needs and should be kept generic and not include any personal information such as name, address etc. It's helpful to include activities/hobbies and interests here to find the best suited PA.
- This section should also include a breakdown of the working hours/days and the requirements of the role, for example: personal care, accessing the community, meal preparation or overseeing medication. Include here any additional information such as medical conditions, if there are animals at your home etc.
- Which genders may apply for this job: - If the role involves personal care, then specify whether you would prefer a male or female PA. Otherwise you can choose 'not relevant for this role'
- How many hours is the PA required to Work:- Specify how many hours and on what days e.g. 1 hour am Monday – Friday (5 hours in total)
- Hourly rate:- In line with your care plan (if you have one) specify the rate you have agreed / decided. We recommend £11.38 for accessing community and £13.45 for personal care
- Area: - Tick the box next to the town closest to where you live.

How to Place an advert on the IOW PA Noticeboard

- Do you require your PA to have a valid driving licence? :- Select Yes or NO, remember that if you require access to the community for shopping or appointments etc. this will be required.
- Do you have pets? :- Select Yes or No
- Are you a smoker? ;:- Select Yes or No
- What previous care experience is required? :- Decide which of the following areas you would like your PA to have experience in and tick as appropriate: Dressing and toileting; friends or neighbours; Medication training; Mental health; Personal care e.g. one or all of these tasks; washing; Personal care e.g. one or all of these tasks; washing, dressing and toileting; Sensory Impairment; Taking children to school; Unpaid Experience e.g. caring for family; Unpaid Experience e.g. caring for family, friends or neighbours; Volunteer role; Working with children; Working with people who live with a learning disability.
- Declarations:- Tick the box next to 'I declare that the information given in this application is to the best of my knowledge true and accurate. I agree to be bound by the Terms and Conditions of the PA Noticeboard.'

No

Do you have pets? *Required*

Yes

No

Are you a smoker? *Required*

Yes

No

What previous care experience is required?

dressing and toileting

friends or neighbours

Medication training

Mental health

Personal care e.g. one or all of these tasks; washing

Personal care e.g. one or all of these tasks; washing, dressing and toileting

Sensory Impairment

Taking children to school

Unpaid Experience e.g. caring for family

Unpaid Experience e.g. caring for family, friends or neighbours

Volunteer role

Working with children

Working with people who live with a learning disability

Declarations *Required*

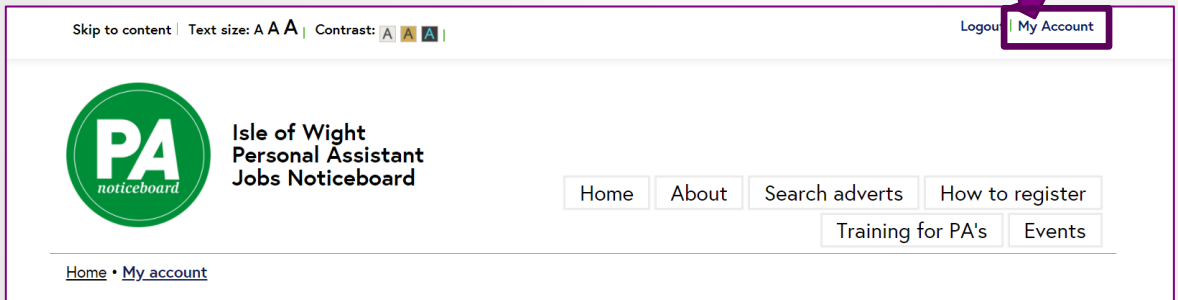
I declare that the information given in this application is to the best of my knowledge true and accurate. I agree to be bound by the Terms and Conditions of the PA Noticeboard.

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- Click on 'Save Entry'

How to Place an advert on the IOW PA Noticeboard

- Once you click 'Save Entry' the PA Market Team will receive your advert and moderate it before publishing. Once published, you will be able to see your advert on the PA noticeboard.
- If you have any PA applicants, you will receive a notification via the email you used to sign up for your account. You can view the applications by logging in to your account on the PA Noticeboard and click on 'My account' at the top of the screen.



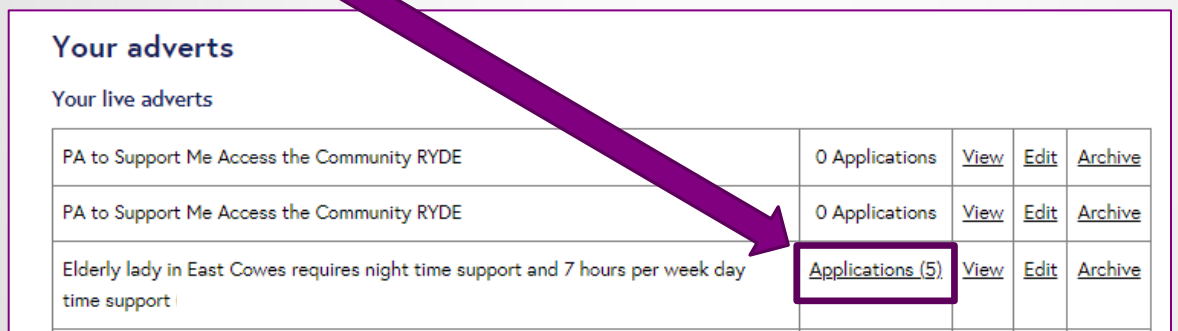
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 **Isle of Wight
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- Click 'Applications', this will open a list of all the applications you have received.

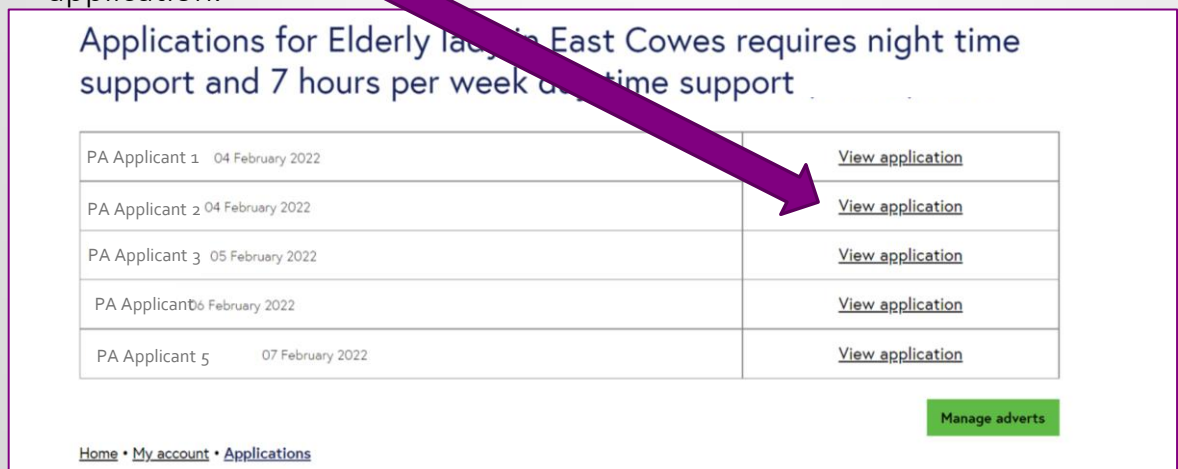


Your adverts

Your live adverts

PA to Support Me Access the Community RYDE	0 Applications	View	Edit	Archive
PA to Support Me Access the Community RYDE	0 Applications	View	Edit	Archive
Elderly lady in East Cowes requires night time support and 7 hours per week day time support	Applications (5)	View	Edit	Archive

- Click in view application and this will open the cover letter for the application.



Applications for Elderly lady in East Cowes requires night time support and 7 hours per week day time support

PA Applicant 1 04 February 2022	View application
PA Applicant 2 04 February 2022	View application
PA Applicant 3 05 February 2022	View application
PA Applicant 4 06 February 2022	View application
PA Applicant 5 07 February 2022	View application

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- If the PA has left their contact details in their cover letter, contact them using this method of contact. If they have not left any contact details, you can contact them using the reply to applicant function on the noticeboard.

Reply to applicant

This will be sent directly to the applicant. The email will contain your email, and they will be able to reply to you outside of the PA Noticeboard.

Email subject

Email body

Good afternoon,
Thank you for your application. I would like to invite you to attend an interview for the role. Perhaps you could send me your contact details so I can contact you to discuss further.

Many thanks

[Submit](#)