

Personal Assistant – Job Advertisement

Theorise is looking for practical and reliable Personal Assistants (PAs) to support students with physical access needs, orientation and general study-related tasks. This role forms part of Theorise external support team and is tailored to meet the unique daily needs of individual students, often including mobility support, classroom setup, and academic logistics.

Personal Assistants play a key role in helping students access the academic environment safely and comfortably. Support may include accompanying students between classes, setting up equipment, carrying materials, or providing orientation and physical support on campus.

What is the role of a Personal Assistant?

Working as part of Theorise external support team to provide assistance with the student's learning environment in a number of aspects of university or college life. The Personal Assistant may have a range of duties in order to assist the student's learning, from assisting them to access relevant research materials for assessments, assisting the student in day-to-day aspects of university i.e. printing, scanning, research, orientation support. This is not an extensive list of duties that the support worker can be carried out and will vary on a student-by-student basis. However, this role is vital in assisting the student's academic progression.

University Support Workers will provide an agreed number of hours' maximum to work with a student each year as per set by the DSA which will be clearly communicated by Theorise. The Support Worker should liaise with the student at the earliest opportunities to work with the student's timetable and ensure availability.

Main duties and responsibilities

- Provide mobility and logistical support around campus.
- Assist with carrying and preparing materials, accessing equipment, or classroom setup.
- Support students to arrive at lectures punctually and comfortably.
- Note-taking support where required.
- Deliver support in line with Theorise and university/college guidelines.
- Maintain appropriate records and submit accurate timesheets.
- Report concerns to Disability Services where appropriate.
- Maintain professionalism, confidentiality, and safeguarding practices.

Skills, Knowledge & Experience required

- Reliable, professional, and approachable.
- Good communication and physical awareness.
- Experience supporting individuals with mobility or access needs is desirable.
- Ability to support in fast-paced university environments and manage variable timetables.

Qualifications

It is essential that applicants hold a degree or equivalent.

Experience in education support, care settings, or with accessibility services is also preferred.

Working Conditions & Pay

Support is typically delivered on campus during timetabled hours, Monday to Friday, 9am–5pm.

Support hours vary per student and flexibility is important.

Pay Rate: £19.00 per hour + holiday pay accrual on a PAYE basis