

Employment Support Service for people employing their own Personal Assistants

We offer a complete Employment Support Service for people who wish to employ their own Personal Assistant, taking you through the process of employing the right PA for your needs: from creating a job description to putting together a recruitment pack; helping you choose suitable candidates and arranging interviews. We assist you comprehensively through the interview process to appointment, issuing a Contract of Employment and documentation to ensure you are a good employer. DBS checks (Disclosure and Barring Scheme) are processed by Norfolk County Council.

We remain on hand to help you overcome any initial difficulties you or your new PA may encounter during the early stages of employment. When approaching the end of the probationary period we can facilitate an appraisal meeting ensure that you and your PA are happy.

We specialise in meeting a variety of different needs at a professional level, providing a comprehensive personal service and value for money.

Heather Nunn Business Services has been offering Employment Support since 1983.

The cost of this service varies according to whether you require the full service we can offer or just a part of it. For a single recruitment activity we CAP recruitment activity costs at a maximum of £400, with a further £100 for Employee Set-up, which includes a comprehensive Contract document and any other paperwork you might require, eg. timesheets etc.

If you have managed the recruitment activity yourself we can offer to set up your Employee for £100.

Any other pre-agreed 'extra' expenses will be charged at cost. Any necessary mileage incurred after the initial visit will be charged at 45p per mile.

We are also accredited by Norfolk County Council to provide a Payroll service to Personal Budget Holders. A Supported Accounts service is also available but we have not been accredited by NCC for this service.

