

## Housekeeping Assistant

### Further particulars

Fairfield Residential Home is an independent charitable trust providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a purpose-built state of the art facility, completed in the summer of 2018. This provides 38 en-suite bedrooms, some of which are suitable for couples, and high-quality communal facilities including a large lounge, a dining room, a fully equipped activities suite with IT, wellness and beauty rooms as well as a separate 2-bedroom suite and a large, landscaped garden. It currently employs around 50 staff.

Fairfield is owned by a charitable company and is governed by a Board of Trustees. It is registered with the Charity Commission No. 1114653 and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018.

Fairfield is noted for the love and affection its staff have for its residents and for its committed team of carers and support staff who contribute to the distinctive atmosphere. All employees are expected to enhance and promote this ethos.

Due to our continued success we are now recruiting additional Care Assistants.

All applicants must have the right to work in the UK and be fully vaccinated against COVID-19 or have medical exemption in line with recent government legislation.

### Application Process

To apply, please email your completed [application form](#) to [postofcareassistant@fairfieldhome.co.uk](mailto:postofcareassistant@fairfieldhome.co.uk) by Monday 1<sup>st</sup> November 2021

All applications will be acknowledged within 48 hours.

Agencies: Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

### JOB DESCRIPTION

<b>JOB TITLE</b>	Housekeeping Assistant
<b>REPORTING TO</b>	Head of Housekeeping
<b>HOURS</b>	To be agreed
<b>HOURLY RATE</b>	£10.50 (pay increase pending)
<b>JOB PURPOSE</b>	To contribute to the provision of a safe, clean and comfortable environment for residents, visitors and staff by providing domestic services that ensure high standards of cleanliness and hygiene.

## Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post. It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

## Overview of Main Responsibilities (What the job involves)

<b>General Duties</b>	<ul style="list-style-type: none"> <li>➤ To assist with the cleaning of the home as directed by the Head Housekeeper and as specified in the Fairfield cleaning schedule to ensure that the home always meets high standards of cleanliness and hygiene in accordance with the home's prevention and control of infections policy. This will usually include:             <ul style="list-style-type: none"> <li>○ Regular cleaning of residents' rooms.</li> <li>○ Regular cleaning of dining room, lounge and hallways, other communal and office areas.</li> <li>○ Regular cleaning of en-suite, communal bathrooms and toilets including as described in the cleaning descriptors.</li> <li>○ Occasional cleaning of spillages as required.</li> <li>○ Work in the laundry</li> </ul> </li> <li>➤ To maintain cleaning equipment, including keeping cleaning equipment clean and informing the Head Housekeeper when equipment or stocks require replacement.</li> <li>➤ To ensure that cleaning materials, chemicals and substances are properly and safely used and always stored in a secure cupboard.</li> <li>➤ To ensure all duties are carried out in accordance with health and safety regulations.</li> <li>➤ To report immediately any incident of ill-treatment, verbal, physical or mental, to a member of the management team.</li> <li>➤ To report any complaint made by residents, or on their behalf by relatives or friends, to the Registered Manager.</li> <li>➤ To fulfil all mandatory trainings as outlined by the Assistant Manager with responsibility for training.</li> </ul>
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## Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/Desirable
Performance Focus	➤ Ability to undertake a wide range of tasks associated with domestic duties to a high standard.	E
	➤ Ability to prioritise workload.	E

	<ul style="list-style-type: none"> <li>➤ Ability to follow instructions regarding COSHH/infection control matters.</li> <li>➤ Ability to respond flexibly to the needs of residents.</li> <li>➤ A safe and practical approach to work.</li> <li>➤ Good timekeeping.</li> </ul>	<p style="text-align: center;">E</p>
<b>Effective Relationships</b>	<ul style="list-style-type: none"> <li>➤ To establish and maintain good working relationships with staff and residents.</li> <li>➤ A caring and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home.</li> <li>➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home.</li> </ul>	<p style="text-align: center;">E</p>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ Friendly, helpful, courteous and caring attitude.</li> <li>➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
<b>Professional Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>➤ A well groomed and tidy appearance.</li> <li>➤ No formal qualifications required.</li> <li>➤ All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect and have a working knowledge of GDPR. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">E</p>