

Apprentice in Health and Social Care

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.

As our two most recent apprentices have been appointed to Care Assistant roles in Fairfield, we are now recruiting additional Apprentices in Health and Social Care.

All applicants must:

- have the right to work in the UK
- be fully vaccinated against COVID-19 or have medical exemption in line with current government legislation.
- agree to Fairfield carrying out a Disclosure and Barring Service (DBS) check
- be 16 years old or older
- not be in full-time education during the apprenticeship

Application Process

To apply, please email your completed application form to kate@fairfieldhome.co.uk

JOB DESCRIPTION

JOB TITLE	Apprentice Carer
REPORTING TO	Registered Manager
HOURS	30 hours per week
HOURLY RATE	£5.15 (up to age 18 or for first year if over 18)
JOB PURPOSE	To work as a Health & Social Care Apprentice in a supported learning environment to develop the skills and knowledge to achieve specified qualifications, secure employment and progress your career in social care.

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 and is not intended to be an exhaustive list. It is the job holder's duty to ensure that they are familiar with all procedures and policies relevant to the job.

Overview of Main Responsibilities (What the job involves)

Key Responsibilities	<ul style="list-style-type: none"> ➤ To work as part of the care team to provide care and support in line with Fairfield's 'Visions and Values' in order to maximise residents' quality of life. ➤ To undertake a care certificate and NVQ2 with Activate Learning. ➤ To complete all training and participate in development activities as required by the Fairfield and Oxpens College.
Resident care and support	<ul style="list-style-type: none"> ➤ To undertake a variety of care duties, initially with trained carers present, in relation to residents' physical and personal needs including washing, dressing, bathing, toileting, serving meals, assisting to eat and any other personal needs. ➤ To promote the dignity, privacy and encourage the independence of residents under the supervision of the team leaders, seniors and other care staff. ➤ To assist with social and recreational activities for residents and to encourage and support resident engagement. ➤ To complete relevant records on PCS and contribute to the preparation and review of individual residents' care plans. ➤ To work to Fairfield's standards and actively participate in their implementation within the home. ➤ To respect the confidentiality of all matters learned in the course of

	<p>employment.</p> <ul style="list-style-type: none"> ➤ To respect and have a working knowledge of GDPR. ➤ To be aware of responsibilities under the Health and Safety at Work Act 1974. ➤ To undertake any other duties, depending on skills and competency, to enable the efficient running of the home and the delivery of excellent person-centred care.
--	---

Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential / Desirable
Performance Focus	<ul style="list-style-type: none"> ➤ Ability to understand and take instruction from Senior Care Assistants and Team Leaders ➤ An ongoing desire to learn and to achieve excellent standards of care ➤ Ability to prioritise workload. ➤ Flexibility in dealing with the needs of residents. ➤ A safe and practical approach to work. ➤ Good timekeeping. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Effective Relationships	<ul style="list-style-type: none"> ➤ Ability to establish and maintain good working relationships with staff and residents. ➤ A caring and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home. ➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home. 	<p>E</p> <p>E</p> <p>E</p>
Communication	<ul style="list-style-type: none"> ➤ Ability to check and ask for more information if requests received are not understood ➤ Ability to communicate well both in the written and spoken word. ➤ Ability to deal appropriately and empathetically with sensitive and confidential matters. 	<p>E</p> <p>E</p> <p>E</p>
Professional Skills, Knowledge and Experience	<ul style="list-style-type: none"> ➤ A well groomed and tidy appearance. ➤ Sufficient IT knowledge to be able to complete the requirements of an electronic Plan of Care system. ➤ 	<p>E</p> <p>E</p>