

Assistant Manager

Further particulars

Fairfield Residential Home is an independent charity 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 bright and airy purpose-built facility, completed in 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, with good quality communal facilities including a large lounge, a dining room, a fully equipped activities suite, a social hub with IT facilities and a wellness and beauty room. In addition, there is a separate 2-bedroom cottage currently providing assisted living for one resident. The home is set in an attractively landscaped garden with an orchard.

Fairfield is a company limited by guarantee (company number 5639165) and a registered charity (charity number 1114653). It is governed by a Board of Trustees and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018. It currently employs around 50 staff.

At Fairfield our vision is of an exceptionally happy home where residents enjoy a fulfilling later life.

To achieve this, our mission is to provide outstanding individually tailored support in a home filled with kindness and compassion.

Fairfield is particularly noted for the love and affection its staff have for its residents and maintaining and enhancing this ethos is a key consideration when recruiting new team members. We also understand the value of our staff in making Fairfield the special home that it is and aim to enable everyone in the team to benefit from developing their skills and progressing in their careers to realise their individual ambitions. Our success in working towards this was acknowledged in May 2025 with the award of Oxfordshire Apprenticeship Employer of the Year < 250 employees.

Employee benefits for Fairfield staff include:

- competitive rates of pay;
- Standard Life auto-enrolment pension scheme;
- free meals while on shift;
- free parking while on shift subject to availability;
- free training with in-house support and mentoring;
- free uniforms (or £150 annual clothing allowance for Social Wellbeing and Maintenance);
- free access to an employee assistance programme with a range of services including shopping discounts, financial and legal advice, counselling and a health and wellbeing smartphone app;
- a joining bonus of £250 payable on successful completion of your probationary period.

We are currently seeking an Assistant Manager to join the Operations Group.

Application Process

To apply, please email your completed [application form](#) to recruitment@fairfieldhome.co.uk

The closing date for applications is **11th August 2025**, but early application is advised as we reserve the right to close applications and appoint before this date for the right candidate.

All candidates must have the right to live and work in the UK and will be required to provide evidence of this in line with government guidance <https://www.gov.uk/prove-right-to-work>.

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

JOB TITLE	Assistant Manager
REPORTING TO	Director of Care / Registered Manager (DoC/RM)
HOURS	36 hours per week inclusive of unpaid breaks (33 hrs excluding breaks) to include 3 x 6 hour shifts on the care rota as shift lead.
SALARY	£33,000 to £38,000 (£19.23 – £22.14 per hour)
JOB PURPOSE	To contribute to the smooth running of the home as a member of the operations group. To work under the general direction of the DoC/RM and to support the service to provide effective care for every resident. To make sure that each resident maintains their independence, retains choice, preserve dignity and live a full life.

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)

Clinical Responsibility and Resident Wellbeing	<ul style="list-style-type: none"> ➤ To be responsible for co-ordinating the work of the whole care team when leading a shift. ➤ To ensure that all Plans of Care are in place within 72 hours of admission and are evaluated on a monthly basis by key workers. ➤ To make sure that the Plans of Care are completed for allocated residents following admission as directed by policy/procedure making sure the resident/representative are involved.
---	---

	<ul style="list-style-type: none"> ➤ To regularly perform a review of the Plans of Care for their allocated residents with the resident/representative. ➤ Setting realistic goals with each allocated resident to enable each resident to maintain maximum independence. ➤ To cultivate an understanding and awareness of the emotions, intellectual, spiritual and social needs of all residents amongst the whole team to enable positive involvement in their care and support. ➤ To collaborate with the Head of Social Wellbeing to ensure effective communication between the Care Team and the Social Wellbeing Team. ➤ Under the guidance of the DoC/RM to have overall responsibility for management and administration of medication including regular reviews of medication management policies and procedures and supervising the Medication Lead in the implementation of those policies and procedures. ➤ To be familiar with and adhere to the current medication policy within the home and administer medication accordingly. ➤ To maintain and update knowledge of prescribed medications, their purpose and possible side effects. ➤ To work closely with all visiting professionals in carrying out appropriate treatment. ➤ In the absence of the Deputy Manager, to support the pre-admission assessment process as directed by the DoC/RM,
Operational	<ul style="list-style-type: none"> ➤ To support the smooth running of the home through attendance at Operations Group meetings and providing a key line of communication between the Care Team and the Senior Leadership Team. ➤ Under the direction of the DoC/RM, to lead clinical team meetings, setting the agenda, chairing the meetings and ensuring that minutes are recorded and circulated in a timely manner. ➤ To report to the Operations Group the outcomes of the clinical meetings in order that the appropriate action can be taken. ➤ To work with the DoC/RM in the development and review of policy and procedure to maintain high quality standard of care to all regulation and best practice standards. ➤ To report and record accidents of residents, staff and all visitors to the home. Taking action following such events. ➤ To make sure that there is continuity of care with effective written and verbal reports.

	<ul style="list-style-type: none"> ➤ To attend all staff meetings to which you are invited. ➤ To maintain fire precautions and prevention procedures and to be concerned for all aspects of Health and Safety. Report any issues to the appropriate member of the team and agree together the next steps. ➤ To participate effectively with the DoC/RM in monitoring quality and setting standards in care. ➤ To liaise with all community-based professionals to make sure that short stay/respite residents receive appropriate support during admission and discharge. ➤ To collaborate with the Social Wellbeing Team to facilitate a full programme of meaningful opportunities for every resident living in the home. ➤ To provide day to day cover for the DoC/RM and the Deputy Manager when necessary during periods of annual leave and sickness. ➤ To support the on-call rota.
Team Leadership	<ul style="list-style-type: none"> ➤ To work as part of the Operations Group to develop and disseminate Fairfield's vision, mission and strategy amongst the team to promote high levels of aspiration and a forward looking approach. ➤ Support the Senior Leadership Team in building a strong team environment among the Operations Group and the wider team, providing opportunities for personal and team development. ➤ Maintain and develop an approach to supported self-evaluation as a strategy for quality improvement throughout the Care Team. ➤ Line manage all Team Leaders and Senior Care Assistants working on days including annual appraisal and supervisions in line with agreed procedure, supporting them to deliver a high standard of care to all residents. ➤ Mentor care staff in the management and daily delivery of care, working to continually enhance standards in a supportive environment.
Training in skills and knowledge	<ul style="list-style-type: none"> ➤ To participate in the induction, training and development of new team members. ➤ To support the planning of staff training programmes, for existing team members.
Health and Safety	<ul style="list-style-type: none"> ➤ To make observation to the housekeeper if the home has areas that are not to an acceptable level of cleanliness. ➤ When on duty be the named "First Aider".

Professional Responsibility	<ul style="list-style-type: none"> ➤ To be prepared to undertake as required training to maintain and update all skills and knowledge to meet the needs of the residents living in the home. ➤ To maintain up to date knowledge of and ensure compliance with legal and professional requirements (e.g. CQC, GDPR Health and Safety at Work) both yourself and within your team. ➤ To ensure that all reports, letters and other written material for which you and your team are responsible and are produced for residents, Trustees, other stakeholders, display in the home or for external use or publication are accurate and well presented, to a high standard. ➤ To remain receptive to the changing needs of the service and to undertake any duties not covered in this document but falling within the general scope of the role.
------------------------------------	---

Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
Performance Focus	<ul style="list-style-type: none"> ➤ Is accountable for own performance and the performance of their team. ➤ Makes sure tasks and responsibilities are fulfilled in a timely, cost effective manner. ➤ An ongoing desire to learn and to achieve excellent standards of care ➤ Flexibility in dealing with the needs of residents. ➤ A safe and practical approach to work. 	<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>
Management and Leadership	<ul style="list-style-type: none"> ➤ Sets clear direction and is confident in leadership and performance management of team members. ➤ Acts as a role model and leader, and holds people accountable for their performance and recognises achievement. 	<p>E</p> <p>E</p>

Communication	<ul style="list-style-type: none"> ➤ Effective and professional communication with wide range of stakeholders, adjusting communication style to fit the situation and audience. ➤ Ability to communicate well both in the written and spoken word. ➤ Excellent interpersonal skills, including the ability to effectively collaborate and influence others. ➤ Ability to deal appropriately and empathetically with sensitive and confidential matters. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Professional Skills, Knowledge and Experience	<ul style="list-style-type: none"> ➤ Holds level 4 in management or equivalent ➤ Holds or is working towards level 5 in management or equivalent. ➤ Skilled in use of Windows based software and systems (Outlook, Word, Excel). ➤ Able to complete the requirements of an electronic Plan of Care system and support others to do so. ➤ Knowledge of business support, administration systems, processes and best practice. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>

Notes

This Job Description may be reviewed and amended from time to time to meet operational requirements. Any changes will be confirmed in writing.