

## Care Team Leader

### 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 a Team Leader to join the care team.

## Application Process

To apply, please email your CV, covering letter and completed [application form](mailto:recruitment@fairfieldhome.co.uk) to [recruitment@fairfieldhome.co.uk](mailto:recruitment@fairfieldhome.co.uk). The closing date for applications is 15/12/2025, 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

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| JOB TITLE      | Care Team Leader                                                                                                                                                                                                                                                                                                                             |
| REPORTING TO   | Assistant Manager (AM)                                                                                                                                                                                                                                                                                                                       |
| DIRECT REPORTS | Care Assistants                                                                                                                                                                                                                                                                                                                              |
| HOURS          | Average 30.25 hours per week excluding breaks                                                                                                                                                                                                                                                                                                |
| SALARY         | £29,828 per annum                                                                                                                                                                                                                                                                                                                            |
| JOB PURPOSE    | To work under the general direction of the Registered Manager (RM), reporting directly to the AM, and to understand areas of allocated responsibility. To support the service to provide effective care for every resident. To make sure that each resident maintains their independence and dignity, retains choice, and lives 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)

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| Key Responsibilities | <ul style="list-style-type: none"> <li>➤ To maintain the "Vision and Values" of the service in every decision taken in your line of duty.</li> <li>➤ To assist the AM in co-ordinating the work of the whole care team.</li> <li>➤ For team meetings support the AM to set the agenda, record meetings and lead meetings where necessary. To report to the AM the outcomes of the meetings in order that the appropriate action can be taken.</li> </ul> |
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|                                  | <ul style="list-style-type: none"> <li>➤ To line manage team members who report to you, supporting them to maintain the highest possible standards and develop their skills to reach their full potential.</li> <li>➤ To work with the AM in the development and review of policy and procedure to maintain an outstanding standard of care compliant with all regulation and best practice standards.</li> <li>➤ Allocated responsibility for leading the management, administration and dispensing of medications. (The Registered Manager will review areas of allocated responsibility within the care team periodically and they may change over time.)</li> <li>➤ Support the on-call rota.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Resident care and support</b> | <ul style="list-style-type: none"> <li>➤ To work with Senior Care Assistants in assessing the changing needs of each resident, to develop and produce a plan of care on the PCS electronic system.</li> <li>➤ To perform regular evaluation of Plan of Care.</li> <li>➤ To regularly perform a review of each resident's Plan of Care with the resident/their representative.</li> <li>➤ To set realistic goals with each resident to enable them to maintain maximum independence.</li> <li>➤ To cultivate an understanding and awareness of the emotions, intellectual, spiritual and social needs of all residents to enable positive involvement in their care and support.</li> <li>➤ To support the members of the Social Wellbeing team to facilitate a full programme of meaningful opportunities for every resident living in the home.</li> <li>➤ To be familiar with and adhere to the current medication policy within the home and administer medication accordingly.</li> <li>➤ To maintain and update knowledge of prescribed medications, their purpose and possible side effects.</li> <li>➤ To work closely with all visiting professionals in carrying out appropriate treatment.</li> <li>➤ To ensure that all nursing aids and equipment are maintained and are safe and in good working order; and that any aid that is used is appropriate for the needs of the resident.</li> <li>➤ If required to support the pre-admission assessment process as directed by the RM.</li> </ul> |
| <b>Administration</b>            | <ul style="list-style-type: none"> <li>➤ To report and record any accidents involving residents, staff or visitors to the home. Taking action following such events.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                         | <ul style="list-style-type: none"> <li>➤ To make sure that there is continuity of care with effective hand overs, including all written and verbal reports.</li> <li>➤ To monitor PCS and ATLAS software and ensure they are kept up to date.</li> <li>➤ To maintain the Plan of Care of those residents on your case load</li> <li>➤ To attend all staff meetings to which you are invited.</li> <li>➤ To make sure that adequate supplies of medication and dressings are available and if not, to report the shortfall to the appropriate member of the team and decide together an agreed action.</li> <li>➤ To participate effectively with the RM in monitoring quality and setting standards of care in your allocated area of responsibility.</li> <li>➤ Where necessary to liaise with all community-based professionals to make sure that short stay/respite residents receive appropriate support during admission and discharge.</li> </ul> |
| <b>Training in skills and knowledge</b> | <ul style="list-style-type: none"> <li>➤ To participate in the induction, training and development of new team members.</li> <li>➤ To support the planning of staff training programmes for existing team members.</li> <li>➤ To be prepared to undertake training as required to maintain and update all skills and knowledge to meet the needs of the residents living in the home.</li> <li>➤ Maintain a current knowledge in your area of allocated responsibility.</li> <li>➤ Perform supervisions and appraisals with team members allocated to you by the AM.</li> <li>➤ Maintain current knowledge of first aid.</li> </ul>                                                                                                                                                                                                                                                                                                                     |
| <b>Health and Safety</b>                | <ul style="list-style-type: none"> <li>➤ To ensure that you are aware of your responsibilities under the Health and Safety at Work Act 1974.</li> <li>➤ To make observation to the Head of Housekeeping if the home has areas that are not to an acceptable level of cleanliness.</li> <li>➤ 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.</li> <li>➤ To make sure that each resident receives a nutritious and balanced diet in an acceptable environment to an appropriate quality standard. If these standards are not being met report to the AM and together decide appropriate next steps.</li> <li>➤ To be the named "First Aider" when on duty.</li> </ul>                                                                                                                        |

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| <b>Quality Assurance</b> | <ul style="list-style-type: none"> <li>➤ To perform internal audit in your area of allocated responsibility.</li> <li>➤ Following internal audit, to draw up an action plan with the AM if necessary.</li> <li>➤ Following external audit take the lead for action points highlighted in your area of allocated responsibility.</li> </ul>                                                                                                            |
| <b>General</b>           | <ul style="list-style-type: none"> <li>➤ To work the shifts agreed on the staff rota.</li> <li>➤ 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.</li> <li>➤ To respect the confidentiality of all matters that you may learn in the course of your employment and to respect and maintain a working knowledge of GDPR.</li> </ul> |

### Relevant Competencies (How the job needs to be done)

| Competency                     | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Essential/<br>Desirable       |
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| <b>Performance Focus</b>       | <ul style="list-style-type: none"> <li>➤ An ongoing desire to learn and to achieve outstanding standards of care.</li> <li>➤ Ability to prioritise your workload and of care team members when on duty.</li> <li>➤ Flexibility in dealing with the needs of residents.</li> <li>➤ A safe and practical approach to work.</li> <li>➤ Good timekeeping.</li> </ul>                                                                                                                                                                                                                                                                                                        | E<br><br>E<br><br>E<br>E<br>E |
| <b>Effective Relationships</b> | <ul style="list-style-type: none"> <li>➤ Ability to lead a team in a positive and encouraging way, enabling self-reflection and development.</li> <li>➤ Ability to establish and maintain good working relationships with the whole team and residents.</li> <li>➤ Ability to establish and maintain professional relationship with all professionals allied to Fairfield Residential Home</li> <li>➤ A caring and positive approach to residents and 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> | E<br><br>E<br><br>E<br><br>E  |
| <b>Communication</b>           | <ul style="list-style-type: none"> <li>➤ Ability to communicate requests clearly and check whether they have been understood.</li> <li>➤ Ability to give feedback in a constructive and helpful way.</li> <li>➤ Ability to check and ask for more information if requests received are not understood.</li> <li>➤ Ability to communicate well both in the written and spoken word.</li> </ul>                                                                                                                                                                                                                                                                           | E<br><br>E<br><br>E<br>E      |

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|                                                      | ➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.                                                                                                                                                                                                                                                                                                                             | E                         |
| <b>Professional Skills, Knowledge and Experience</b> | <ul style="list-style-type: none"> <li>➤ A well-groomed and tidy appearance.</li> <li>➤ Diploma level 3 or equivalent</li> <li>➤ Ability to manage staff including appraisals and supervisions.</li> <li>➤ Knowledge and experience of administration of medication</li> <li>➤ Sufficient IT Knowledge to be able to complete the requirements of an electronic Plan of Care system and medication software.</li> </ul> | E<br>E<br>E<br><br>E<br>E |