

## Senior Care Assistant Nights

### 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 Senior Care Assistant to join the care team working nights.

### Application Process

To apply, please email your completed [application form](#) along with your CV and a covering letter to [recruitment@fairfieldhome.co.uk](mailto:recruitment@fairfieldhome.co.uk)

The closing date for applications is **Wednesday 8<sup>th</sup> April**, 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 CVs from any agencies. We only accept CVs from agencies that have been appointed and briefed on the position currently advertised.*

### JOB DESCRIPTION

JOB TITLE	Senior Care Assistant Nights
REPORTING TO	Team Leader
DIRECT REPORTS	None
HOURS	To be agreed
HOURLY RATE	£15.17ph
JOB PURPOSE	To participate in the delivery of care to the residents to ensure that their physical, social, intellectual and emotional needs are met.

### 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"> <li>➤ To maintain the “Vision and Values” of the service in every decision taken in your line of duty.</li> <li>➤ Ensuring dignity, choice independence and respect to every resident.</li> <li>➤ To work with consideration for the health, safety and wellbeing of everyone within the home.</li> </ul>
Resident care and support	<ul style="list-style-type: none"> <li>➤ To work with the Team Leaders in assessing the changing needs of each resident, to develop and produce a plan of care on the PCS electronic system.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ As keyworker for the residents in your case load, to carry out a review of the Plan of Care with each resident/their representative on a regular basis requested by the resident or their representative.</li> <li>➤ To offer person-centred care to all residents 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 facilitate a full programme of meaningful occupation 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 and manage medication accordingly.</li> <li>➤ To maintain and update knowledge of prescribed medications, their purpose and possible side effects.</li> <li>➤ To make sure that evidencing has been carried out as required on the ATLAS electronic medication system at the end of each shift</li> <li>➤ To work closely with all visiting professionals in carrying out appropriate treatment.</li> <li>➤ To ensure that all 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> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>➤ To report and record any accidents/incidents involving residents, the team or visitors to the home and take appropriate action following such events.</li> <li>➤ To attend all team meetings to which you are invited.</li> </ul>
<b>Training in skills and knowledge</b>	<ul style="list-style-type: none"> <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 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 observations 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 and to an appropriate quality</li> </ul>

	<p>standard. If these standards are not being met, report to the RM and together decide appropriate next steps.</p> <ul style="list-style-type: none"> <li>➤ To be the named “First Aider” when on duty.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>➤ Support the Team Leaders and Assistant Managers to perform internal audits.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>➤ To work the shifts allocated to you 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 support the wellbeing of members of the team</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/ Desirable
<b>Performance Focus</b>	➤ An ongoing desire to learn and to achieve outstanding standards of care	E
	➤ Ability to prioritise your workload and that of care team members when on duty	E
	➤ Flexibility in dealing with the needs of residents.	E
	➤ A safe and practical approach to work.	E
	➤ Good timekeeping.	E
<b>Effective Relationships</b>	➤ Ability to lead a team in a positive and encouraging way, enabling self-reflection and development.	E
	➤ Ability to establish and maintain good working relationships with the whole team and residents.	E
	➤ Ability to establish and maintain professional relationship with all professionals allied to Fairfield Residential Home	E
	➤ A caring and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home.	E
	➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home.	E
<b>Communication</b>	➤ Ability to communicate requests clearly and check whether they have been understood	E
	➤ Ability to give feedback in a constructive and helpful way	E

	<ul style="list-style-type: none"> <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> <li>➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.</li> </ul>	E E
<b>Professional Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>➤ Diploma level 2 or equivalent</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 E E E