

## Housekeeping Assistants

### 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 and in October 2025 with Highly Commended in the SME Apprenticeship Employer of the Year category at the National Apprenticeship and Skills Awards for the South East Region.

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.

## Application Process

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

The closing date for applications is 10<sup>th</sup> June 2026. Early application is advised as we reserve the right to close applications and appoint early 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

<b>JOB TITLE</b>	Housekeeping Assistant
<b>REPORTING TO</b>	Head of Housekeeping
<b>HOURS</b>	To be agreed
<b>HOURLY RATE</b>	£13.28
<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>	<p>➤ To assist with the cleaning of the home as directed by the Head of Housekeeping 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:</p> <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-suites, communal bathrooms and toilets as described in the cleaning descriptors;</li> <li>○ occasional cleaning of spillages as required;</li> <li>○ work in the laundry.</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ To maintain cleaning equipment, including keeping cleaning equipment clean and informing the Head of Housekeeping when equipment or stocks require replacement.</li> <li>➤ To ensure that cleaning materials, chemicals and other 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 verbal, physical or mental ill-treatment 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 Training Manager.</li> <li>➤ To respect the confidentiality of all matters that you might learn in the course of your employment. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.</li> </ul>
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### Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
<b>Performance Focus</b>	➤ Ability to undertake a wide range of tasks associated with domestic duties to a high standard.	E
	➤ Ability to prioritise workload.	E
	➤ Ability to follow instructions regarding COSHH/infection control matters.	E
	➤ Ability to respond flexibly to the needs of residents.	E
	➤ A safe and practical approach to work.	E
	➤ Good timekeeping.	E
<b>Effective Relationships</b>	➤ To establish and maintain good working relationships with all members of the team and residents.	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>	➤ Friendly, helpful, courteous and caring attitude.	E
	➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.	E
<b>Professional Skills, Knowledge and Experience</b>	➤ A well groomed and tidy appearance.	E
	➤ No formal qualifications required.	N/A
	➤ Previous experience in a similar role	D