



**FAIRFIELD**  
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Empower young people.  
Charity No. 273924



## Fairfield Trust Job Description and Person Specification

|                                                                                                              |                                           |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Job title: <b>Shift Leader</b>                                                                               |                                           |
| Work base: <b>The Weavers Pub, Dilton Marsh</b>                                                              | Team: <b>Commercial</b>                   |
| Hours of work: <b>32 hours per week Weds – Sun.</b><br><b>This role involves evening and weekend working</b> | Salary range: <b>£22,996.48 per annum</b> |

### Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed.

### Job context and purpose

Fairfield Trust is a local, independent charity. Its core areas of operation include an independent specialist college for young people with additional needs, alongside residential care services. In addition, Fairfield provides practical learning and work placement opportunities through its commercial ventures: The Weavers, a community pub in Dilton Marsh, and the Fairfield Animal Centre, a visitor attraction and café located within Southwick Country Park, Trowbridge.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

**Teamwork:** We hold ourselves and each other to account, and are better when we work together

**Compassion:** We act with trust, honesty and kindness in everything we do

**Inclusion:** We treat each other fairly and with respect

**Innovation:** We encourage thoughtful, creative and aspirational ideas

**Pride:** We encourage each other to be proud of who we are and what we do

Working as a Shift Leader at The Weavers Pub, daily duties may include; supervising and directing small team of staff, opening and closing up, cash/till handling, order taking, drink preparation and serving, kitchen porting, food/drink running, dealing with customer queries, general cleaning and stock rotating. There is an expectation that this role may involve working at other locations across the Trust, including Fairfield College and Fairfield Animal Centre.

This role will also require you to work alongside college students and other trainees as the Weavers serves as training centre for young people with disabilities.



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The role requires excellent customer relations skills and previous hospitality experience is essential.

Additionally, you will be self-motivated and able to work independently, prioritising your workload.

Annual holiday entitlement is 5.6 weeks for a full-time employee, and pro-rata for part-time and term time employees. Public holiday entitlement is included in this amount and you may be required to work any public/bank holidays, which fall on a normal working day.

### Main duties

- Opening and closing the pub including balancing the tills and cashing up
- Ensure that banking is delivered to the finance team on a twice weekly basis in the absence of the Pub Manager
- Setting the alarm and securing the pub at closing time
- Leading shifts including supervising and directing hospitality assistants
- In the absence of the Pub Manager take responsibility for the smooth running of all areas of the pub including the kitchen when the Head Chef is not working.
- Serving and preparing customer food and drink orders (please note, alcohol can only be served by over 18 year olds)
- Taking food orders and delivering table service to our customers
- Maintain a high level of customer service and dealing with any complaints in a professional manner
- Ensuring work areas within the pub stay clean and tidy in line with Food Standards
- Leading on all cleaning for front of house areas and ensuring that daily and deep cleaning records are maintained
- Ensure that daily Health and Safety checks are carried out and a high level of health and safety procedures are in place for all staff, students, services users and customers
- Ensure that all Hospitality staff follow allergen safety procedures, role modelling best practice and attend the necessary allergen training where required as directed by the Pub Manager and/or Head Chef
- Supporting the kitchen staff when required including working in the washing up area
- Assisting with stock control measures such as stock rotation and putting deliveries away
- Answering the phone and dealing with enquiries
- Working with our students, and work placements/trainees supporting them to undertake tasks throughout the operation ensuring that wherever possible they have opportunities to maximise their learning
- Support additional revenue activities such as special events or private bookings
- To liaise effectively with managers and staff across the college to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation
- Work with managers to ensure that policies and procedures are regularly updated and meet the needs of the organisation
- May be required to work at other Trust sites as requested
- Any other duties which may reasonably be requested



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## Contacts and relationships

The post holder will report to:

- Pub Manager
- Manager(s) on duty including Head Chef

The post holder may be required to

- Supervise a small team of staff in the pub
- Supervise students and trainees working in the pub

## What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

## Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

## Equality and Diversity

You are required neither to discriminate against, harass nor victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

## Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy and promptly reporting all breaches, or potential breaches of security to the Head of HR

## Other duties

You may be required to perform duties other than those given in the job description for the job.

The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.



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## Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

## Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

|                                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                                                                                                                                                                               |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alignment With our values</b> | <p>Commitment to demonstrating the organisations values and behaviours in their work:</p> <p><b>Teamwork:</b> We hold ourselves and each other to account, and are better when we work together</p> <p><b>Compassion:</b> We act with trust, honesty and kindness in everything we do</p> <p><b>Inclusion:</b> We treat each other fairly and with respect</p> <p><b>Innovation:</b> We encourage thoughtful, creative and aspirational ideas</p> <p><b>Pride:</b> We encourage each other to be proud of who we are and what we do</p> |                                                                                                                                                                                                                                         |
| <b>Experience of</b>             | <ul style="list-style-type: none"><li>• Customer facing roles</li><li>• Previous hospitality experience; guest services and/or bartending (if applicable)</li><li>• Operation of point of sales terminals and reconciliation</li><li>• Maintaining cleaning records</li></ul>                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"><li>• Working with people with learning difficulties and disabilities</li><li>• Previous key holder experience</li><li>• Supervisory/shift management</li><li>• Ordering pub/supplies/stock</li></ul> |
| <b>Skills</b>                    | <ul style="list-style-type: none"><li>• To be highly personable with very good communication skills</li><li>• To be highly self-motivated with an enthusiastic outlook</li><li>• To show an understanding of the importance of working within strict Health and Safety guidelines</li><li>• Ability to work as part of a team and on own initiative</li></ul>                                                                                                                                                                           |                                                                                                                                                                                                                                         |



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|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal qualities and motivation</b> | <ul style="list-style-type: none"><li>• To be honest, trustworthy and reliable</li><li>• Highly motivated and able to motivate others</li><li>• Able to work with a variety of colleagues and clients from different professions and backgrounds</li></ul>                                                                                          |                                                                                                                                                                                                |
| <b>Literacy and numeracy</b>             | <ul style="list-style-type: none"><li>• Literate and numerate with good written and spoken English</li></ul>                                                                                                                                                                                                                                        |                                                                                                                                                                                                |
| <b>Safeguarding</b>                      | <ul style="list-style-type: none"><li>• Displays a commitment to the protection and safeguarding of young people.</li><li>• Takes action and raises concerns</li><li>• Forms appropriate relationships and maintains professional boundaries at work</li><li>• Works within organisational policies, procedures and guidance at all times</li></ul> | <ul style="list-style-type: none"><li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults</li></ul> |

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Monday 28<sup>th</sup> September 2026 at 09.00am**

Interviews will take place week commencing **5<sup>th</sup> October 2026**

We would welcome applications made via the Trust Application Form, available on our website;  
<https://fairfieldtrust.org.uk/jobs/>

Whilst we completely understand that AI tools can support hugely in preparing job applications, we really value authenticity. We would encourage you to ensure your application genuinely reflects your own experiences, skills, values and motivations

**Please note that we will not accept CVs**

*We reserve the right to close the advert early if sufficient applications have been received.*

This job description and person specification updated September 2026

**Fairfield Trust is an Equal Opportunities employer**  
**A charity for the advancement of education for young people with learning disabilities**