FAIRFIELD
Support us.
Empower young people.
Charity No. 273924

Fairfield Trust Job Description and Person Specification

Job title: **Residential Support Worker**	
Work base: **Fairfield Animal Centre (Southwick) / Residential Houses (Dilton Marsh)**	Team: **Pathways**
Hours of work: **Mon-Fri 0900 – 1500 & Term Time Only (30 hours per week)** **Part time hours also available**	Salary: **£16,951.68** **(based on 30 hours per week)**

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:

This role involves 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

Our Residential Support Workers provide caring and compassionate support to all our residents, enabling them to access college, learn new skills and live fulfilling lives.

This is a Term Time Only post. Full time hours will be 9.00am – 3.00pm Monday – Friday, although there is scope for a part time opportunity, supporting our cohort of young people accessing the Next Steps programme to fulfil their daily activities.

This post is currently based predominantly at Fairfield Animal Centre, however, there may be times where employees are required to provide cover in the Trust's residential houses or at other Trust sites. This is an expectation of the role and, therefore, a willing and flexible approach is required.

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Main duties

- To live the values of Fairfield Trust, providing a safe, caring, supportive environment for young people within the Next Steps provision
- Provide person centred support to individuals, offering choice and control and enabling our young people to develop their skills for life, both practical and social
- Deliver and support aspects of personal care with both dignity and respect at all times
- Support each individual in accordance with their EHC and care plans, contributing to reviews and updates of plans where necessary
- Monitor young people's health and wellbeing. To include reporting and administering medication in line with procedures, policies and risk assessments
- Ensure that all individuals receive appropriate support to manage their personal finances
- Work as part of the staff team, attending meetings and working with colleagues, sharing information and ideas, enabling our young people to have fulfilling lives
- Keep the required written and computer records for each young person's progress, behaviour and support
- If required, fulfil a key worker role, providing guidance and support to a named individual
- Work at all times within the framework provided by Fairfield Trust policies and procedures
- Attend regular staff meetings, undertake training and participate in activities to ensure that the Trust continues to maintain the standards required by its funding bodies and regulators; Ofsted and CQC
- Participate in observations, 1:1's and annual appraisals to promote good practice and inform professional development
- Work on a rota pattern over a 365 days per year pattern
- Any other duties that may reasonably be requested

Support & Guidance

Support individuals in line with the care plans, without discrimination.

Contacts and relationships

The post holder will report to a Pathways Manager or Team Leader and form productive working relationships with other Pathways Managers, Team Leaders, the Registered Manager and all residential and Trust employees.

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

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Information technology

Daily use of computers that require excellent IT skills and include using: Word, Excel and web-based software.

Financial responsibility

Always ensure effective use of resources and value for money is secured for the college.

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. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

Equality and Diversity

You are required neither to discriminate against nor harass or 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. 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.

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.

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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.

Alignment with our values	Commitment to demonstrating the organisations values and behaviours in their work: **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
Qualifications	• Experience in supporting young adults with learning disabilities is great but not essential. We offer support & training enabling you to become a confident, professional member of our team. We require a willingness to complete further training
Skills	• To be highly personable with very good communication skills • To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook • To be numerate and have an ability to use computers • To show an understanding of the importance of a person-centred approach • To be a team player
Safeguarding	• Display a commitment to the protection and safeguarding of young people • A commitment to maintain an up-to-date knowledge of relevant legislation and guidance, in relation to safeguarding of children and vulnerable adults
Driving	• A full driving licence and willingness to drive college vehicles between Trust sites is essential for this role.

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 16th November 2026 at 09.00am**

Interviews will take place week commencing **23rd November 2026**

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

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 created October 2026

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