



**Creative Support Ltd, Head Office**

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**Senior Support Worker**  
**Bolton Supported Living Service**

**Reference: 88353**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Closing Date: 25 May 2026**

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

**Recruitment Department**



## **JOB DESCRIPTION –SENIOR SUPPORT WORKER**

### **Bolton Supported Living services for people with Learning Disabilities**

**Hours:** 37.5 hours per week, to be worked flexibly to include evenings and weekends, according to the needs of the service.

**Responsible to:** Registered Manager and Project Manager.

#### **The Role:**

To assist the Project Manager in the operational management of a high quality support service for people with learning disabilities, autistic spectrum conditions and other complex needs in the Bolton area. To provide outcome focused support which enables service users to lead fulfilling and valued lives, maintain their tenancies, participate in their local community, develop independent living skills and achieve their personal goals and desired outcomes.

#### **Main Duties:**

1. To develop and sustain warm and trusting relationships with service users.
2. To promote the self-esteem, happiness and emotional health of service users.
3. To respect the person's right to privacy and to ensure that their dignity is maintained at all times.
4. To encourage and support service users in expressing their needs, views and concerns. To enable service users make choices and decisions and to participate as fully as possible in planning and decision-making processes.
5. To respect and promote the rights and entitlements of people with learning disabilities, mental health needs and autistic spectrum disorders and to enable them to participate as fully as possible in their communities.
6. To be responsive to the individual needs of service users within the framework of their Person Centred Plans and to respond flexibly to changing needs. It is important to be creative when engaging service users to promote their quality of life and offer opportunities to promote their daily living skills and independence which are in accordance with local, agency and government guidance.
7. To enable service users to become as independent as possible and to grow in confidence, competence and personal effectiveness in the following areas:
  - Social skills/relationships
  - Personal care & hygiene
  - Daily living skills
  - Using community resources and facilities
  - Social, leisure and work activities
  - Self organisation and coping abilities
  - Personal safetyTo achieve this through the provision of practical assistance, support, teaching, advice, role modelling, encouragement and positive feedback.
8. To support people who express their frustrations and needs through challenging behaviour by using positive behaviour management strategy.
9. Support service users to communicate effectively using their preferred forms of communication.

10. To monitor, review and evaluate individual protocols for people with learning disabilities, mental health needs and autism in line with their Person Centred Plan.
11. To ensure that service users receive all necessary advice, care and regular health checks to ensure their physical health and well being. To promote nutrition, relaxation, exercise and a healthy lifestyle.
12. To support service users in developing a socially valued lifestyle which includes a varied range of culturally and age appropriate experiences, building on the strengths, interests and aspirations of the service user. To enable people to access social, leisure, work and educational opportunities.
13. To enable service users to access developmental opportunities, new experiences and challenges, whilst not being exposed to unacceptable risks.
14. To assist service users in the administration and monitoring of prescribed medication in accordance with the Service's Medication Policy.
15. To observe and monitor the service users' emotional and physical well being and to inform relevant staff and agencies of any concerns or significant changes in their needs, behaviour and circumstances.
16. To take appropriate action in the event of unforeseen emergencies, ensuring that the Project Manager is informed promptly.
17. To follow Health and Safety guidelines carefully and to alert the Project Manager immediately of any concerns in relation to Health and Safety issues.
18. To contribute to project records and individual case files.
19. To carry out and record all financial transactions involving service users within agency guidelines.
20. To carry out general administrative duties, housing management tasks and services as required.
21. To contribute to service users' reviews, through the provision of verbal and written reports and by attending Support Planning meetings.

**Additional Duties for Senior Support Worker:**

22. To offer informal and formal support and supervision to junior staff, relief staff, students and volunteers as appropriate, under the direction of the Registered Manager and Project Manager
23. To proactively identify meaningful daytime and leisure activities to promote personal development. To devise individual programmes of activity which meet the needs and preferences of service users.
24. To communicate and liaise with colleagues and staff from partner agencies to ensure that consistent team working is maintained at all times.
25. To plan ahead to meet the needs of service users as identified by their individual Person Centred Plan by:
  - Co-ordinating and deploying staff time in such a way as to ensure that service users needs are met and all agreed activities are carried out
  - Delegating tasks and responsibilities as appropriate

- Ensuring that all duties are carried out as prescribed and that quality standards are met at all times
26. To devise duty rota's in accordance with agreed staffing requirements and the needs of service users. To be pro-active and resourceful in addressing any gaps in service provision. To inform senior colleagues of the need for additional resources when required.
  27. To ensure that all record keeping, general administration, housing management functions and services are carried out efficiently and to a high standard and to take responsibility for key tasks in these areas.
  28. To respond positively and quickly to any complaints or feedback from residents, relatives or other agencies.
  29. To take particular responsibility for aspects of health and safety
  30. To complete PMBPRO training including both understanding both Breakaway and Physical Intervention techniques and to renew this training as and when required.

**Other:**

31. To notify Line Manager of planned whereabouts and to submit accurate timesheets
32. To provide regular verbal and written reports to colleagues.
33. To accept support, supervision and guidance from senior colleagues.
34. To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.
35. To comply with and to implement the Equal Opportunities Policy.
36. To maintain confidentiality at all times, in accordance with the agreed policy.
37. To undertake specific specialised training identified to enhance on teams expertise of working with people with learning disabilities, mental health needs and autistic spectrum disorders.
38. To identify training needs in discussion with Line Manager and to attend training events and courses as required.
39. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
40. To take on the role of shift co-ordinator when required.
41. Any other duties as required.

**PERSON SPECIFICATION – SENIOR SUPPORT WORKER**  
**Bolton Supported Living services for people with Learning Disabilities**

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All employees are subject to enhanced DBS checks					

	<b>QUALITIES REQUIRED</b>	<b>How Assessed</b>	<b>Essential /Desirable</b>
1	Ability to liaise in a professional manner with other agencies and working as a member of a team	Interview	Essential
2	Good written and verbal communication skills to contribute to record keeping to an acceptable standard.	Interview	Essential
3	Good interpersonal skills to maximize working relationships with the team and other colleagues	Interview	Essential
4	A good understanding of learning disabilities and equal opportunities	Application & Interview	Essential
5	A non-judgmental, accepting approach to working with people who may be challenging and the ability to cope in a mature way	Application & Interview	Essential
6	Ability to use a range of helpful communication techniques (E.g. Makaton, PECS, TEACCH System, etc)	Application & Interview	Desirable
7	A common sense approach to problem solving and an ability to deal with conflict and distress	Application & Interview	Essential
8	Ability to work without direct supervision with service users	Application & Interview	Essential
9	Ability to devise appropriate support plans in liaison with service users and other agencies	Application & Interview	Essential
10	An understanding of aims and principles of Creative Support such as committing to consulting with service users	Application & Interview	Essential
11	Current knowledge of welfare benefits and ability to ensure tenants receive their maximum entitlement	Application & Interview	Essential
12	At least 1 years' experience of working with people with Autism and Learning Disabilities.	Application	Essential
13	Supervisory experience and/or ability to supervise junior staff including assessing individual needs and developing support plans	Application & Interview	Essential
14	Experience of writing professional reports	Interview	Desirable
15	Warm, respectful and positive approach to service users	Interview	Essential
16	Willingness to work flexible hours according to needs of project, inclusive of sleep in duties	Interview	Essential
17	Willing to participate in regular supervision with line manager and to attend training courses and events	Interview	Essential
18	Willingness and ability to participate in Out of Hour on call duties	Application & Interview	Essential
19	Possession of clean driving license and willingness to drive service user vehicles	Application & Interview	Desirable

## TERMS AND CONDITIONS – SENIOR SUPPORT WORKER

### Bolton Supported Living services for people with Learning Disabilities

<b>Salary:</b>	<b>Up to £13.45 per hour</b>
	Point One – £13.35 per hour
	Point Two – £13.45 per hour
<b>Please Note:</b> <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.</i>	

#### Hours of Work:

Full time hours are 37.5 per week. Hours to be worked flexibly on a rota which will include evenings, waking nights, weekends and bank holidays according to the needs of the service.

#### Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

#### Care Certificate and Level 2/3 Health & Social Care Diploma:

All employees will be required to undertake and complete the Care Certificate. Following the successful completion of the probationary period staff are automatically enrolled onto Level 3 Health and Social Care Diploma. If you hold NVQ/Diploma 2/3 Health and social care or equivalent you will of course not need to do the award again, but we may support you to undertake qualifications.

#### Holidays:

20 days plus 8 statutory days pro rata.

#### Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 15 hours per week.

#### Birthday Holiday Bonus:

You will be permanently entitled to one additional day (pro rata for part time employees) annual leave to be taken three weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

#### Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

#### Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

#### Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

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### **Sickness Policy:**

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

### **Pension:**

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

### **Life Assurance:**

Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

### **Discretionary Benefits:**

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

### **Employee Assistance Service:**

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

### **Hospital Saturday Fund:**

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

### **Annual Rail Ticket:**

Discounted annual rail season ticket plans available to employees through Northern Rail.

### **Payroll Giving:**

Administered by Charities Trust, a tax efficient way of donating a regular basis to any of the registered charities either large or small.

### **Achieve Q Staff Awards:**

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

**Your Rewards:**

Employee benefits and discount vouchers available through the Your Rewards website.  
Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

**Retirement Awards:**

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

**Refer a Friend Scheme:**

Staff who successfully refer a friend to Creative Support’s employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

**Welcome Back Grant:**

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

**Uniform:**

If applicable for your service you will be provided with a uniform. The amount of uniforms that provided will be depended on your hours worked.

**Company mobile phone and laptop:**

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

**Travel Expenses:**

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

**Lease Cars/Car Allowance:**

A mileage allowance is payable for the use of employee’s car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee’s certificate of insurance must be made available for inspection on commencing employment.