

Decontamination Technician Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Thank you for your interest in the Decontamination Technician role at Community Equipment Stores.

This role is a vital part of our warehouse-based team, supporting the safe reuse of community equipment returned from service users' homes. You will be responsible for receiving, cleaning, and decontaminating equipment in line with strict infection control and health and safety procedures.

This is a practical, hands-on position that requires good teamwork, strong attention to detail, and a commitment to ensuring all equipment is thoroughly cleaned, safe, and ready for redistribution to those who need it.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The full Job description and Person Specification for this role are included within this job pack. If you have any question about this vacancy, please refer to the job pack for appropriate contact details.

If, when you have finished reading this pack, you like what you see and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck.



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role.

We're looking for a reliable and practical team player who takes pride in working safely and following agreed processes. You'll be comfortable with hands-on work in a busy environment and able to follow instructions carefully while maintaining high standards at all times.

You'll have a positive attitude, good attention to detail, and the ability to work well as part of a team, as well as independently. A willingness to learn, follow health and safety procedures, and support continuous service improvement is essential.

This role plays a vital part in delivering an effective equipment loan service to disabled people of all ages, including children, helping them maintain their health, independence, and quality of life.

To ensure the safety of both clients and staff, you'll be responsible for correctly cleaning and decontaminating community equipment on its return to the loan store. This includes adhering strictly to infection control guidelines to reduce the risk of cross-infection, maintain equipment integrity, and provide a safe working environment for everyone who comes into contact with the equipment.



You will be expected to work efficiently and effectively, contributing positively to the team and helping deliver a high-quality, customer-focused service.

The key responsibilities include:

- Be reliable, conscientious, and safety-focused
- Be comfortable with hands-on, practical work
- Follow infection control, health & safety, and cleaning procedures accurately
- Maintain high standards of cleanliness and hygiene
- Work well within a team and communicate effectively
- Be committed to providing a high-quality service to customers

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Sunday 10th May 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Wednesday 20th May 2026**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post:	009811
Directorate:	Adult Social Care
Location:	Aintree retail & Business Park. L9 5AY
Division:	Community Equipment Service
Post:	Decontamination Technician
Grade:	C £24,796 to £25,185
Reporting to:	Grant Jones – Community Equipment Stores Supervisor

Purpose of the Role

To assist in providing an effective equipment loan service to disabled people of all ages including children, this is so they can maintain their health and independence.

To ensure the safety of clients and staff it is essential that all community equipment service equipment is cleaned correctly. Cleaning helps to maintain the safety and integrity of equipment, reduce the harbourage of micro-organisms and prevent cross-infection. It is important to maintain a safe working environment for all people coming into contact with any contaminated equipment and prevent cross-infection in-patients.

The post holder will be required to adhere to the infection control guidelines to reduce the risk of cross-infection from contaminated equipment. All CES equipment must be decontaminated on return to the loan store.

The post-holder is required to undertake work in an efficient and effective manner, both as an individual and working within the team to provide a continuously improving service to our customers.



Main Duties

1. Assist the drivers in unloading the collection vehicles, report any defects and damages to the refurb technician, make sure that the correct serial number of equipment collected utilising a handheld barcode scanner when required.
2. Disassemble equipment and thoroughly decontaminate all equipment which is returned to the stores daily in accordance with manufacturers' instructions and the Infection control policy guidelines.
3. Help to maintain the cleanliness of the de-contamination area, ensuring adherence to decontamination unit procedures, also health & safety guidelines and C.O.S.H.H. regulations.
4. Ensure there is a correct stock of cleaning fluids, washing powder, aprons, and gloves always, report in advance any items that needs to be re-ordered.
5. Maintain all designated walkways also make sure they are always kept clear in the decontamination unit; also ensure that there is safe access to the stores holding room and decontamination room.
6. Ensure decontamination area is cleaned daily and a full deep clean is carried out weekly; make sure the holding room is locked at the end of each working day.
7. Ensure correct P.P.E is worn every day as per cleaning procedures.
8. Undertake stock takes as required of equipment within the decontamination unit and stores area as directed by the store supervisor.



9. Undertake mandatory training, coaching and development activities, including specialist training applicable to the decontamination unit.
10. As a team member, co-operate and assist in tasks to always ensure the smooth running of the service.
11. Respond to visitors to the stores who bring back equipment as necessary.

SPECIAL CONDITIONS

The nature of the work may require the post holder to undertake commitments outside normal working hours.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.



PERSON SPECIFICATION

Post: Decontamination Technician

Department: Community Equipment Services

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Experience		
Undertaking risk assessments to ensure safe working environment for self and colleagues.	E	AF/I
Working as part of a team.	E	AF/I
Reading and understanding instructions.	E	AF/I
Working in an infection control environment.	D	AF/I
Use of powered cleaning equipment (steam cleaner).	D	AF/I
Fitting & repairing community equipment.	D	AF/I
Working with community equipment.	D	AF/I
Working in a Social Services/NHS/voluntary environment.	D	AF/I
Skills/Knowledge/Aptitudes		
Practical knowledge of community equipment used by the chronically sick and disabled.	D	AF/I
Good team player.	E	AF/I
Ability to plan and prioritise workload to meet deadlines.	E	AF/I
Health & Safety awareness.	E	AF/I
Good verbal communication skills with peers, professionals and the public.	E	AF/I
Should be physically fit, able to load/unload vehicles. Disassemble & Reassemble equipment.	E	AF/I
Understanding of and a commitment to equal opportunities.	E	AF/I



Prepared by: Barbara Jones

Date: 23/04/2026

AF = Application Form

I = Interview

T = Test

P = Presentation

