

Job Description: Decontamination Maintenance Assistant



Function:	Healthcare
Job:	Maintenance Assistant DSD (Band 3)
Position:	Maintenance Assistant DSD (Band 3)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Decontamination AP (Steven Barratt)
Additional reporting line to:	Decontamination Manager (Matthew Coleman)
Position location:	Manchester University NHS Foundation Trust

1. Purpose of the Job – State concisely the aim of the job.

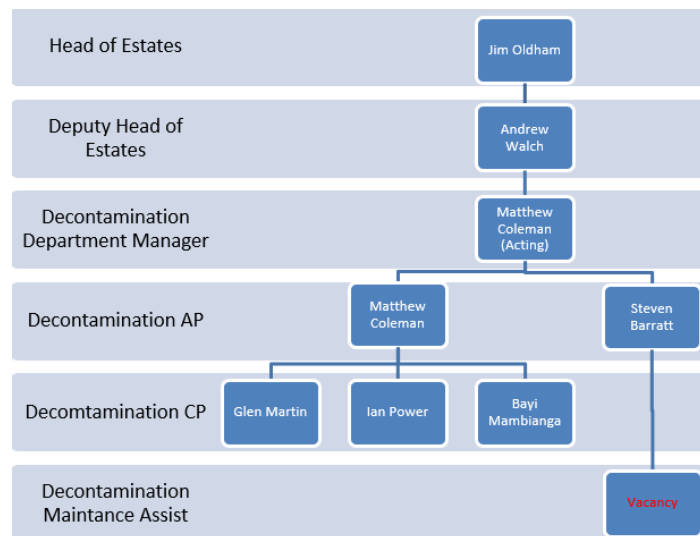
- The Decontamination Maintenance Assistant will be accountable to the Decontamination AP / Decontamination Manager for the support of the operation and maintenance of engineering plant, equipment and services within the full range of Trust properties. He / she will have specific responsibilities for plant equipment and services as detailed below.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	EBIT growth:	Growth type:	Outsourcing rate:	Region Workforce:
	EBIT margin:		Outsourcing growth rate:	
	Net income growth:			HR in Region:
	Cash conversion:			

Characteristics ▪

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Compliance with HTM 01-01 and healthcare regulations
- Support of Sub Contractors & Specialist Services
- Supporting an operational Decontamination service to ensure there are no gaps in service delivery to the Trust and avoid Availability Deductions
- Interaction with Trust
- Working in a regulated healthcare environment.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Assist maintenance and repair of decontamination equipment.
- Support PPM schedules and inspections.
- Carry out basic fault finding and escalate issues.
- Maintain equipment cleanliness and readiness.
- Assist contractors and service providers.
- Maintain records and documentation using the CMMS system (Maximo)
- Follow health and safety procedures.
- Assist with general estates maintenance tasks.
- Participate in training and development.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Contribution to safe and reliable operation of decontamination services
- Timely completion of assigned maintenance activities
- Accurate and up-to-date maintenance records
- Compliance with health & safety and statutory requirements
- Support in minimising equipment downtime

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Qualified to a minimum of 5 grade (C Grade) at Maths, English & Science.
- Basic knowledge of mechanical or electrical systems
- Practical hands-on maintenance skills
- Good organisational and record-keeping ability
- Ability to work as part of a team
- Understanding of health and safety requirements
- Willingness to undertake training and development

Desirable

- Experience in a healthcare, estates, or maintenance environment
- Familiarity with decontamination or sterilisation equipment
- Awareness of HTM guidance (e.g., HTM 01-01)
- Relevant vocational qualification (e.g., NVQ / City & Guilds)

8. Additional Mandatory Requirement (Condition of Employment)

- The successful applicant **must enrol in and complete a Building Services Engineering Service and Maintenance Level 3 Course.**
- Attendance, engagement, and satisfactory progress in the apprenticeship programme are mandatory.
- The course will be supported by the employer and form part of the role's development pathway.
- Successful applicant will be expected to attend decontamination training courses at Eastwood Park.

9. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Client & Customer Satisfaction / Quality of Services provided	▪ Reliability and Accountability
▪ Teamwork	
▪ Communication Skills	
▪ Health and Safety Awareness	
▪ Employee Engagement	
▪ Learning & Development	

10. Management Approval – To be completed by document owner

Version	1	Date	22/06/2026
Document Owner	Matthew Coleman		