

UNLOCKING POTENTIAL  
TRANSFORMING LIVES



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	<b>Report to</b>
General Administrator	Area Manager
<b>Location</b>	<b>Department</b>
<b>Hours of Work</b>	<b>Number of Hours</b>
	37 Hours
<b>Job Role Status</b>	<b>Is C&amp;R/PPT a requirement?</b>
<b>Pay Band and Salary</b>	<b>Does this role attract any additional allowances (e.g. on-call allowance, RRA)?</b>

[Job Details](#)

[Job Description](#)

<b>Job Purpose</b>	
To provide general administrative services to the Prisoner Accounts Department. The post holder will be responsible for a variety of tasks including; the administration of prisoner's personal cash accounts, booking prisoner visits, paying prisoner wages and responding to general enquiries. The post holder will be responsible for ensuring accurate data input and processing and recording of prisoners handed in cash on the Prisoner Records Database (PR2).	
<b>Key Responsibilities of the role</b>	
1	Provide administrative support within the department, responding to departmental queries/requests for information and carry out ad-hoc duties as directed by area management
2	Maintain accurate computerised records/databases/PR2, reporting on this information as required
3	Maintain the secure management of paper/electronic files held within department, ensuring the secure transit of files to internal and external agencies.
4	Diary management, attending meetings and documenting appropriately.
5	Produce various written correspondence to internal and external agencies.
6	Other duties, commensurate with role and level within the organisation, deemed necessary to ensure the continuation of an effective and efficient service.

### Person Specification

<b>Qualifications</b>	
1	A minimum of two National 5 (or equivalent) qualifications, including English and Mathematics or relevant experience gained in a similar role and/or environment. <b>ESSENTIAL</b>
<b>Experience</b>	
1	Competent in the use of Microsoft Office packages including Word, Excel and Outlook. <b>ESSENTIAL</b>
2	Experience of maintaining computerised records/databases and reporting on this information. <b>ESSENTIAL</b>
3	Experience of recording and producing accurate minutes of meetings. <b>DESIRABLE</b>
<b>Knowledge and Skills</b>	
1	Excellent numeracy skills and ability to analyse, interpret and report on a range of information. <b>ESSENTIAL</b>
2	Well-developed communication skills at all organisational levels, both written and verbal. <b>ESSENTIAL</b>
3	Ability to effectively prioritise workload to meet departmental and organisational deadlines. <b>ESSENTIAL</b>

### Selection Methods

<b>Selection Methods</b>
<ol style="list-style-type: none"> <li>1. Application Sift</li> <li>2. Interview</li> </ol>