

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Maternity Cover – P/T Prison Services Assistant

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
The post holder will provide an effective and efficient service to the prisoner population, including processing prisoner wages, collating and processing orders, stock management and producing reports.	
Key Responsibilities	
1	Collate and input prisoner wages, purchases and telephone transactions on established computerised system.
2	Collate, pack and distribute items ordered by prisoners, ensuring orders are accurately processed and sufficient funds are available.
3	Contribute towards maintaining an effective stock management system and carry out weekly reconciliation of stock to ensure that stock systems balance.
4	Collection of sundry purchases from local businesses, ensuring all orders are accurately processed and distributed and there are sufficient funds available in prisoners' personal accounts.
5	Receive and check delivery of goods and physically transfer goods to the stock area. Manual handling will be required.
6	Provide support to the procurement/stores function and other admin areas as required.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Minimum of two National 5 (or equivalent) qualifications including English and Mathematics or relevant stores/retail experience.	ESSENTIAL	Application Sift
Must hold a valid driving licence.	ESSENTIAL	Interview
Experience		
Competent in the use of Microsoft Office packages.	ESSENTIAL	Application Sift Interview
Knowledge of stock control.	DESIRABLE	Interview
Knowledge & Skills		
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	Application Sift Interview
Ability to work individually and as part of a team.	ESSENTIAL	Application Sift Interview
Good numerical skills and the ability to analyse, interpret and report on a range of information.	ESSENTIAL	Application Sift Interview
Ability to identify and resolve problems and make effective decisions within the scope of the role.	ESSENTIAL	Application Sift Interview

Selection Process Key Dates

Vacancy Closes for Applications	24 April 2019	Time	23.55
Interview Date*	06 May 2019		

***please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Lauren Bichard** by email at: **Lauren.Bichard@sps.pnn.gov.uk** or by telephone on: **01475 883306** allow reasonable adjustments to be made to assist you.

