

UNLOCKING POTENTIAL
TRANSFORMING LIVES



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Report to
General Administrator	Area Manager
Location	Department
Hours of Work	Number of Hours
	37
Job Role Status	Is C&R/PPT a requirement?
Pay Band and Salary B - £23,426	Does this role attract any additional allowances (e.g. on-call allowance, RRA)?
	No

Job Details

Job Description

Job Purpose:	
To provide a comprehensive administration service within HMP Barlinnie.	
Key Responsibilities of the role:	
1	Provide administrative support within the department, responding to departmental queries/requests for information and carry out ad-hoc duties as directed by management.
2	Maintain accurate computerised records/databases and reporting on this information as required.
3	Maintain the secure management of paper and electronic files held within the department, ensuring a filing system of all records is kept in line with the SPS Document Retention policy.
4	Diary management, meeting room bookings and attending meetings to record and produce an accurate minute where required.
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

Qualifications:	
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. ESSENTIAL

Experience:	
1	Competent and experienced in all aspects of administration. ESSENTIAL
2	Experience of recording and producing accurate minutes of meetings. ESSENTIAL
3	Experience of maintaining computerised records/databases and reporting on this information. ESSENTIAL
Knowledge and Skills:	
1	Well developed interpersonal and communication skills both written and oral. ESSENTIAL
2	Competent in the use of computerised systems including Microsoft Office (Excel, Word, Outlook). ESSENTIAL
3	Ability to effectively prioritise your workload to meet departmental and organisational deadlines. ESSENTIAL
4	Awareness of the Data Protection Act and the requirement for confidentiality. DESIRABLE

Selection Methods

Selection Methods:
1. Competency Based Interview