

JOB DESCRIPTION & PERSON SPECIFICATION

Job Details

Job Title	Report to
General Administrator (part time) x 6	Admin/Accounts Manager
Location	Department
Barlinnie	General Office
Hours of Work	Number of Hours
Part Time	2 x 27.5 hrs (Mon – Thur 4pm – 9.30pm, Fri 4pm – 9pm) 3 x 20 hrs (Mon – Fri 10am – 2pm) 1 x 14 hrs (Mon – Tue 4pm – 8pm, Sat 9am – 4pm)
Job Role Status	Is C&R/PPT a requirement?
Non-Operational	PPT
Pay Band and Salary	Does this role attract any additional allowances (e.g. on-call allowance, RRA)?
B - £18,245-£20,004	No

Job Description

Job Purpose	
<p>To provide general administrative services to the Prisoner Administration Department. The post holder will be responsible for a variety of tasks including; the administration of prisoner liberations, admissions, transfers, court desk, movements, booking prisoner appointments, visits and responding to general enquiries.</p> <p>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).</p>	
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 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 the 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.

Person Specification

It is important to carefully consider the exact requirements for the role and to ensure that they are realistic and justifiable. Each criterion should be marked as essential or desirable. You must also be clear as to how you will measure these through the selection methods chosen in the following section.

Qualifications	
1	ESSENTIAL - Minimum of 2 National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment
Experience:	
1	ESSENTIAL - Competent and experienced in all aspects of administration
2	ESSENTIAL - Experience of recording and producing accurate minutes of meetings
3	ESSENTIAL - Experience of maintaining computerised records/databases and reporting on this information
Knowledge and Skills	
1	ESSENTIAL - Well developed interpersonal and communication skills both written and oral.
2	ESSENTIAL - Competent in the use of computerised systems including Microsoft Office (Excel, Word, Outlook)
3	ESSENTIAL - Ability to effectively prioritise workload to meet departmental and organisational deadlines.
4	DESIRABLE - Awareness of GDPR and the requirement for confidentiality in line with SPS guidelines

Selection Methods

Selection Methods
Competency Based Interview