



## JOB DESCRIPTION & PERSON SPECIFICATION

### Job Details

<b>Job title</b>	<b>Report to</b>
Mail Administrator	Prisoner Services Manager
<b>Location</b>	<b>Department</b>
HMP Kilmarnock	
<b>Hours of work</b>	<b>Number of hours</b>
	17.5
<b>Job role status</b>	<b>Is C&amp;R/PPT a requirement?</b>
<b>Pay band</b>	<b>Does this role attract any additional allowances (e.g. on-call allowance, RRA)?</b>
	N/A

### Job Description

<b>Job Purpose</b>	
To ensure the effective and efficient management of all incoming mail in line with SPS Policy & Standard Operating Procedures	
<b>Key Responsibilities of the Role</b>	
1	Process all mail received into the establishment, ensuring items are counted and confirmed, signing for special and recorded delivery mail.
2	X-Raying, scanning and other initial security checks on mail.
3	Correctly identify and sort all mail into relevant categories i.e. confidential, general and damaged.
4	Check all prisoner mail to ensure all named prisoners are located within the establishment.
5	Completion of relevant inventory sheets and maintenance of accurate records for all mail processes as per standard operating procedures.
6	Distribute mail appropriately, obtaining signatures where required.

### Person Specification

Criteria	Essential	Desirable	or
<b>Qualifications</b>			
A Minimum of two standard grades at grade C or above or equivalent qualifications or relevant experience.			



Full UK Driving Licence	<input type="text"/>
<b>Knowledge, Skills &amp; Experience</b>	
Competent in MS Office Packages	<input type="text"/>
Experience of working in an administration setting	<input type="text"/>
Knowledge and awareness of a custodial environment and information security	<input type="text"/>
<b>Behaviours</b>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Selection Methods**

Selection Methods	
1	Copmetency Sift
2	Interview

