

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

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 be responsible for leading and training a small team including vetted prisoners to ensure the secure, accurate, punctual collation and delivery of specific prisoners' purchases. The post holder will be responsible for ensuring the accurate processing and recording of prisoner earnings and spends on the prisoner database and reconciliation of same.	
Key Responsibilities	
1	To reconcile and maintain the canteen stock and accounts.
2	To provide an accurate support service to the Prisoner Services function which involves the making up of orders, processing stock, and manual handling on a daily basis. (This task involves working with vetted prisoners).
3	To accurately process prisoner earnings on the Prisoner Record System (PR2), and accurately process individual orders through the computerised till system (EPOS).
4	Delivery of goods involving the driving of Luton van and the loading and offloading of goods to the Residential areas.
5	To multi-task and provide a supporting role throughout the establishment to ensure that deadlines are met.
6	To assist in the provision of assurance to management that all processes and systems are completed in accordance with SPS Policies, Audits & Procedures.

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 5 National 5s (or equivalent) qualifications, including English and Mathematics or Arithmetic or relevant experience gained in a similar role and / or environment.	Essential	Application form
Experience		
Experience of stock control manual and computerised.	Essential	Application form/virtual interview
Ability to analyse, interpret and report on a range of information.	Essential	Application/virtual interview
Experience of prioritising tasks to meet specific deadlines.	Essential	Application/virtual interview
Knowledge & Skills		
Ability to demonstrate leading and motivating a team.	Essential	Application/virtual interview
Ability to drive a Luton van. Clean driving licence.	Essential	Application/virtual interview
Competent in the use of Microsoft Office.	Essential	Application/virtual interview
Well-developed interpersonal and communication skills both written and oral.	Essential	Application/virtual interview

Selection Process Key Dates

Vacancy Closes for Applications	09 August 2020	Time	2355
Interview Date*	17 August 2020		

***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 Anthea Stephen by email at: anthea.stephen@sps.pnn.gov.uk or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

