

APPLICANT PACK

MAIL ADMINISTRATOR

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	
To ensure the effective and efficient management of all mail items for the establishment in line with SPS Policy and Standard Operating Procedures	
Key Responsibilities	
1	To attend the Front of House area in order to collect all mail delivered to the establishment and transport to the designated secure area.
2	Correctly count, identify and sort all mail into relevant categories, i.e. confidential, general and damaged. Count and confirm Royal Mail Special and Recorded Delivery mail.
3	Complete relevant inventory sheets and maintain accurate records for all mail processes as per standard operating procedures.
4	Conduct secondary assurance screening of all mail through x-ray machine.
5	Distribute correspondence to all areas of the establishment.
6	Assist with canteen and provide relief cover to PPC/Wages Admin. Cover any other duties, commensurate with grade

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 & Mathematics) or relevant experience gained in a similar role and/or environment.	ESSENTIAL	SIFT
Experience		
Experience of working in an administrative environment.	ESSENTIAL	SIFT & INTERVIEW
Knowledge & Skills		
Good communication skills at all organisational levels.	ESSENTIAL	SIFT & INTERVIEW
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	SIFT & INTERVIEW
Competent in MS Office packages, including Microsoft Word and Excel.	ESSENTIAL	SIFT & INTERVIEW
Excellent problem solving and decision making skills.	ESSENTIAL	SIFT & INTERVIEW

Selection Process Key Dates

Vacancy Closes for Applications	Click here to enter a date.	Time	
Interview Date*	Click here to enter a date.		

*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 **Elizabeth Rayne** by email at: **Elizabeth.Rayne@sps.pnn.gov.uk** or by telephone on: **01786 835313** to allow reasonable adjustments to be made to assist you.

