

APPLICANT PACK

General Administration Assistant

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 maintain administration processes in regards to canteen and local purchase provision on behalf of prisoners.	
Key Responsibilities	
1	Carry out general office administration duties such as operating the switchboard, filing, typing, taking minutes of meetings, collating/distributing mail etc.
2	Maintain an effective and efficient bag & tag canteen service to the prisoner population. As well as providing an effective stores service for uniforms and domestic items. Conduct stock checks of canteen and stores items and reconcile these to stock issued.
3	Accurately check, record and balance (on Excel and Prisoner Records) all monies received for prisoners from visitors, courts, transfers and via external mail.
4	Process stores, canteen and prisoner telephone phone account transactions through appropriate SPS systems.
5	Support all areas as and when required.

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		
A minimum of 2 Standard Grades, or equivalent, including English and Mathematics or Arithmetic (at Grade 3 or above) or relevant administration experience.	Essential	Application
Experience		
Competent and experienced in all aspects of administration.	Essential	Application Interview
Competent in the use of Microsoft Office Packages including Excel, Word, Outlook etc.	Essential	Application Interview
Knowledge & Skills		
Well-developed communication skills, both written and oral.	Essential	Application Interview
Ability to work individually and as part of a team, and be able to work with minimum supervision and prioritise workload.	Essential	Application Interview
Ability to analyse, interpret and report on a range of information.	Essential	Application Interview

Selection Process Key Dates

Vacancy Closes for Applications	26 April 2019	Time	17:00
Interview Date*	Week Commencing Monday 6 th of May 2019.		

*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 **Marion Perry** by email at: marion.perry@sps.pnn.gov.uk or by telephone on: **01387 274 306** to allow reasonable adjustments to be made to assist you.

