

UNLOCKING POTENTIAL

TRANSFORMING LIVES

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | **Report to** |
| General Administrator | Area Manager |
| **Location** | **Department** |
| Barlinnie | General Office |
| **Hours of Work** | **Number of Hours** |
| Normal Office Hours | 37 hours  |
| **Job Role Status** | **Is C&R/PPT a requirement?**  |
| Non-Operational | PPT |
| **Pay Band and Salary****B - £23,426** | **Does this role attract any additional allowances (e.g. on-call allowance, RRA)?** |
| Choose an item. | **N/A** |

Job Details

Job Description

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| **Job Purpose** |
| 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, and responding to general enquiries. The post holder will be responsible for ensuring accurate data input and processing and recording of prisoners registered mail. |
| **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 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. |
| 6 | Other duties, commensurate with role and level within the organisation, deemed necessary to ensure the continuation of an effective and efficient service. |

Person Specification

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| **Qualifications** |
| 1 | A minimum of two National 5 (or equivalent) qualifications, including English and Mathematics or relevant experience gained in a similar role and/or environment. **ESSENTIAL** |
| **Experience:** |
| 1 | Competent in the use of Microsoft Office packages including Word, Excel and Outlook. **ESSENTIAL** |
| 2 | Experience of maintaining computerised records/databases and reporting on this Experience information. **ESSENTIAL** |
| 3  | Experience of recording and producing accurate minutes of meetings. **DESIRABLE** |
| **Knowledge and Skills** |
| 1 | Ability to effectively prioritise workload to meet departmental and organisational deadlines. **ESSENTIAL** |
| 2 | Well-developed communication skills at all organisational levels, both written and verbal. **ESSENTIAL** |
| 3 | Ability to effectively prioritise workload to meet departmental and organisational deadlines. **ESSENTIAL** |

Selection Methods

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| **Selection Methods** |
| 1. Interview
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