

UNLOCKING POTENTIAL
TRANSFORMING LIVES



JOB DESCRIPTION & PERSON SPECIFICATION

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

[Job Details](#)

[Job Description](#)

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

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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1. Interview