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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**General Administration Assistants**

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**

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| **Job Purpose**  |
| The post holder will provide general administration support for the establishment. Also to ensure the effective and efficient management of all mail items for the establishment – ensuring that all SPS Policies, Procedures and Directives are adhered to. |
| **Key Responsibilities** |
| 1 | Carry out general administration duties which includes; photocopying, filing, minute taking, dealing with telephone calls and correspondence. Also covering HDC/Parole as directed by the First Line Manager.  |
| 2 | Ensure the accurate and timely input of appropriate information to manual records and computerised systems. |
| 3 | Respond to queries from both internal and external bodies.  |
| 4 | Accurately check, record and update Prisoner database when required within a reasonable timescale.  |
| 5 | Dealing with incoming mail on alternate Saturdays in line with SPS policy. |

**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.

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| **Criteria**  | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** |
| Minimum of 3 National 5’s including English and Mathematics or relevant experience. | **ESSENTIAL** | Application |
| **Experience** |
| Experience in all aspects of administration. | **ESSENTIAL** | Application Interview |
| Competent and experienced in the use of Microsoft Office, including Word, Excel and Outlook. | **ESSENTIAL** | Application Interview |
| **Knowledge & Skills** |
| Ability to prioritise workload to meet departmental deadlines. | **ESSENTIAL** | Interview |
| Ability to work individually or as part of a team. | **ESSENTIAL** | Interview |
| Excellent communication and inter-personal skills. |  **ESSENTIAL** | Interview |
| Ability to work with secure and confidential information. | **ESSENTIAL** | Interview |

**Selection Process Key Dates**

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| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 23 October 2019 | **Time** | 12:00 |
| **Interview Date\*** | 31 October 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 **Rachael Ferguson** by email at: **Rachael.Ferguson2@sps.pnn.gov.uk** or by telephone on: **01324 722213** to allow reasonable adjustments to be made to assist you.

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