

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Prisoner Services Assistant – Fixed Term – 12 months

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification 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 will provide an effective and efficient canteen (tuck shop style) service to the prisoner population, adhering to strict guidelines and deadlines, accurately processing and bagging individual orders in preparation for delivery to residential areas. The post holder may be required to cover the General Administration Assistant as highlighted by management. This role will have prisoner contact.	
Key Responsibilities	
1	Contribute to the delivery of an effective and efficient canteen service in accordance to agreed timescales. The post holder will be required to undertake manual handling duties on a daily basis, in a warehouse type vicinity.
2	Prepare and check canteen sheets for accuracy and process orders through an electronic point of sale system.
3	Accurately, pick, charge and seal prisoner's canteen orders, in preparation to deliver to residential areas within strict deadlines.
4	Balance Canteen sales through the electronic point of sales system daily, ensuring all monetary deductions are accurate.
5	Receive and check weekly stock delivery and input onto stock management software. Effective stock management, rotation and reconciliation including physical stock check.
6	As part of a multi-functional team you will be required to perform other tasks/ relief cover as specified by Office/Finance Manager.

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	or	Stage of Selection Process Assessed
Qualifications			
A minimum of 2 National 5 qualifications, including English and Maths or equivalent qualifications or relevant job experience.	<input type="text"/>		<input type="text"/>
Holds full UK driving licence.	<input type="text"/>		Interview
Knowledge, Skills & Experience			
Sound knowledge and experience of stock control	<input type="text"/>		Application / Interview
Competent and experienced in the use of ICT tools, including Microsoft Office packages.	<input type="text"/>		Application / Interview
Ability to analyse, interpret and report on a range of information. Excellent numeracy skills and attention to detail.	<input type="text"/>		Interview
Behaviours			
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	23:55 hours
Interview Date*	<input type="text"/>		

*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 **Lee Gorman** by email at: DumfriesHR@prisons.gov.scot or by telephone on: **01387 274346** to allow reasonable adjustments to be made to assist you.

