

APPLICANT PACK – ADMIN 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 will ensure the effective administration of key business processes and provide designated relief cover for Admin Assistant roles during periods of leave/absence	
Key Responsibilities	
1	Provide administration and reception duties for the establishment across a number of different administration functions, with the requirement to maintain competence in these roles to fulfil these tasks effectively.
2	Provide ad hoc assistance to Managers across the establishment across a number of different administration functions, as and when required, commensurate with role and level within the organisation.
3	Provide secretarial support to meetings in the establishment, both co-ordinating these events and producing quality minute of proceedings.
4	Carry out administration duties which includes, data input, photocopying, filing, minute taking, dealing with telephone calls and correspondence.
5	Collation, management and dissemination of associated records in line with SPS, Government and Legislative Data Protection and records management requirements.
6	Provide administration assistance to the prisoners shop facility which includes, ordering goods, carry out stock checks daily/weekly, reconcile cash float daily.

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		
Minimum of 2 National 5 or equivalent qualifications including Mathematics and English or relevant experience gained in a similar role/environment.	ESSENTIAL	Application
Experience		
Competent in the use of MS Office Packages specifically Microsoft Word, Excel and Outlook	ESSENTIAL	Application Form Interview
Experience of understanding and following policies and procedures.	ESSENTIAL	Application Form Interview
Experience of working with EPOS system, collating and analysing data.	DESIRABLE	Application Form Interview
Knowledge & Skills		
Excellent interpersonal skills with the ability to work on your own and as part of a team.	ESSENTIAL	Application Form Interview
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	Application Form Interview
Well-developed written and oral communication skills across wide range of media including minute taking, e-mail, telephone and report writing.	ESSENTIAL	Application Form Interview
Ability to record confidential information accurately and have excellent attention to detail.	ESSENTIAL	Application Form Interview

Selection Process Key Dates

Vacancy Closes for Applications	13 November 2020	Time	23.55
Interview Date*	TBC		

*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 **Lisa Curr** by email at: lisa.curr@sps.pnn.gov.uk or by telephone on: **01382 319315** to allow reasonable adjustments to be made to assist you.

