

## APPLICANT PACK

### Warehouse Assistant (Part time)

### HMP & YOI Grampian

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

<b>Job Purpose</b>	
To provide the support to the Procurement and Stores function within HMP & YOI Grampian. The post holder will be responsible for an efficient service loading / off-loading deliveries from external suppliers and delivering goods in a Luton van to the Residential areas within the establishment. This is a physically demanding role and manual handling duties will be required.	
<b>Key Responsibilities</b>	
1	Responsible for ensuring the Stores in the Procurement and Canteen areas of the establishment are tidy and comply with Health & Safety policies.
2	Responsible for ensuring all items delivered to the establishment are off – loaded, reconciled with delivery paperwork, recorded and secured in the stores area.
3	Driving duties involving the use of a Luton van for delivery / off-loading of goods and collection of goods to residential areas.
4	To provide an effective issue, receipt, and recording of stock as required in accordance with SPS audit and policy requirements.
5	To assist in delivering an internal shopping service to the prisoners by means of a 'Bag & Tag' system, making up of prisoners orders from the canteen stock and delivering to Residential areas.
6	To collate, record and manually deliver prisoner purchases to the Residential areas. This task may involve the collection of goods from local supplier.

#### 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.

<b>Criteria</b>	<b>Essential/Desirable?</b>	<b>When assessed?</b>
<b>Qualifications</b>		
Minimum 2 National 5 (or equivalent) qualifications, including English and Mathematics or Arithmetic or relevant experience gained in a similar role and/or relevant warehouse/stock experience.	Essential	Application Form
<b>Experience</b>		
Experience of Microsoft Office	Essential	Application Form
Full clean UK Driving Licence, including classification re Luton van	Essential	Application Form, Pre-employment
Manual Handling ability to lift weights to 13 Kg.	Essential	Virtual Interview
<b>Knowledge &amp; Skills</b>		
Ability to work to tight deadlines whilst under pressure.	Essential	Application form/ Virtual Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	15 July 2020	<b>Time</b>	2355
<b>Interview Date*</b>	22 July 2020		

\*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 Anthea Stephen, HR Administrator by email at: [anthea.stephen@sps.pnn.gov.uk](mailto:anthea.stephen@sps.pnn.gov.uk) or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

