

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

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.

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 interpersonal skills.	ESSENTIAL	Interview
Ability to work with secure and confidential information.	ESSENTIAL	Interview

Selection Process Key Dates

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.

