

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

PRISONER SERVICES 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 an effective and efficient shopping and sundry provision service to the prisoner population within strict deadlines. They will accurately collate and process individual orders, via a bag & tag operation and deliver the orders within the prison. The post holder may be required to cover the Prisoner Wages Admin Assistant during periods of non-attendance. This is a physically demanding role and manual handling duties will be required.	
Key Responsibilities	
1	Deliver an effective and efficient internal shopping service timeously by accurately picking, scanning and packing individual provision orders.
2	Contribute towards an effective stock management system (weekly/ monthly physical stock checks) by reconciling stock reports and interrogating any discrepancies when they are identified.
3	Deliver shopping and sundry items to prisoners' accommodation areas.
4	Process prisoner order sheets through the computerised records software (EPOS system).
5	Collect Newspaper/Magazines from front of house and deliver to the prisoner accommodation areas.
6	Receive, check and store weekly stock delivery.

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 two National 5 (or equivalent) qualifications including English and Mathematics or relevant experience.	ESSENTIAL	Initial sift
Experience		
Knowledge and experience of stock control and delivery.	ESSENTIAL	Competency sift and interview
Competent in the use of all Microsoft Packages.	ESSENTIAL	Competency sift and interview
Knowledge & Skills		
Excellent communication and interpersonal skills.	ESSENTIAL	Competency sift and interview
Ability to prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	Competency sift and interview
Ability to work individually and as part of a team.	ESSENTIAL	Competency sift and interview
Good numeracy skills and be able to compare a range of information.	ESSENTIAL	Competency sift and interview

Selection Process Key Dates

Vacancy Closes for Applications	12 November 2020	Time	23:55
Interview Date*	26 November 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 **HR Team** by email at: **EdinburghHR@sps.pnn.gov.uk** or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

