

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Prisoner Services 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 work in a small team within the Finance Department, processing prisoner orders via a “Bag & Tag” system. The post includes processing prisoner canteen requests which include picking, tilling and delivering goods. Manual handling is an essential element of the post and appropriate training and PPE will be provided. This post contributes significantly to the operational stability of the establishment.	
Key Responsibilities	
1	Carrying out weekly stock counts, ensuring that the stock systems balance
2	Picking and processing all prisoner canteen and sundry requests through the till system within set deadlines
3	Collating and inputting prisoner wages on computerised system as required
4	Ensuring that stock and wages systems balance, interrogating and addressing any discrepancies
5	Other duties as defined by Procurement/Canteen 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?	When assessed?
Qualifications		

Minimum of five National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment	Essential	Application
<b>Experience</b>		
Competent in Microsoft Office including Excel, Word, Outlook etc.	Essential	Application Interview
Previous experience of working in a Stores/Retail/Warehouse environment	Desirable	Application
Sound practical knowledge and experience of Stock Control Processes	Desirable	Application
<b>Knowledge &amp; Skills</b>		
Well-developed written and oral communication skills across a wide range of media, including e-mail and telephone	Essential	Application Interview
Ability to prioritise workload to meet strict timescales and the operational requirements of the establishment	Essential	Application Interview
Excellent numerical skills with a focus on attention to detail	Essential	Application Interview
Ability to work as part of a team, with a flexible approach	Essential	Application Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	27 May 2019	<b>Time</b>	12 Noon
<b>Interview Date*</b>	06 June 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

**Ruth McCracken, Acting Senior HR Officer** by email at:

**Ruth.McCracken@sps.pnn.gov.uk** or by telephone on: **01501824046** to allow reasonable adjustments to be made to assist you.

