

# 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 with information on how criteria from the person specification 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 in a fast-paced environment. They will accurately collate and process individual orders, via a bagging & tagging operation and delivering the orders to residential areas. The post holder may be required to cover the Prisoner Wages Admin Assistant as highlighted by management.	
Key Responsibilities	
1	Contribute to the delivery of an effective and efficient grocery/shopping service in accordance to agreed timescales. The post holder will be required to undertake manual handling duties on a daily basis, in a warehouse type vicinity
2	Check canteen sheets for accuracy and process orders through an electronic point of sale system.
3	Accurately pick, charge on till and seal prisoners canteen orders in preparation to deliver to residential areas within strict deadlines.
4	Receive and check weekly stock delivery and input onto stock management software. Effective stock management, rotation and including physical stock check
5	Assist in delivering of sundry purchase items to halls, when required
6	As part of a multi-functional team you will be required to perform other tasks/ relief cover as specified by the Deputy Finance Manager.

### Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appoint 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	or	Stage of Selection Process Assessed
<b>Qualifications</b>			
Minimum of two National 5 (or equivalent) qualifications, including English and Mathematics or relevant experience.	<input type="text"/>		<input type="text"/>
<b>Knowledge, Skills &amp; Experience</b>			
Knowledge and experience of stock control and delivery.	<input type="text"/>		Application & Interview
<b>Behaviours</b>			
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

### Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	12 noon
<b>Interview Date*</b>	<input type="text"/>		

\*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 **Edinburgh HR Team** by email at: [EdinburghHRteam@prisons.gov.uk](mailto:EdinburghHRteam@prisons.gov.uk) or by telephone on: **01314443010** to allow reasonable adjustments to be made to assist you.

