

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK Mail Admin 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	
To ensure the effective and efficient management of all mail items for the establishment in line with SPS Policy and Standard Operating Procedures. To also provide general administration duties for the establishment.	
Key Responsibilities	
1	To attend the front of house area in order to collect all mail delivered to the establishment and transport all mail from front of house to the Designated Secure Area.
2	Correctly identify all mail into relevant categories i.e., Prisoner Confidential Correspondence/General Correspondence together with damaged mail items and complete relevant inventory sheets as per Standard Operation Procedures.
3	Conduct Secondary Assurance screening of all mail through x-ray machine and contact the relevant nominate Manager to request Secondary Assurance Check before any mail issued.
4	To ensure compliance with the current GMA on Prisoner Correspondence and associated Prison Rules. Also maintaining accurate records for all mail process as per Standard Operating Procedures.
5	To assist in the training of relief staff, including those who work on a Saturday to fully cover the mail administration duties and keep them up to date with changes in policy and procedures.
6	To carry out general administration duties and cover, as directed by the First Line 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	or	Stage of Selection Process Assessed
Qualifications			
Minimum of two National 5 (or equivalent) qualifications, including English and Mathematics/Arithmetic or relevant experience gained in a similar role and/or environment.	Essential		Application
	Choose an item.		Choose an item.
Knowledge, Skills & Experience			
Demonstrate good communication skills, evidencing what type and how used.	Essential		Application Interview
Ability of prioritising workloads and attention to detail, whilst working to departmental deadlines. Outlining examples.	Essential		Application Interview
Competent in the use of MS Office Packages (Including Microsoft Outlook, Word and Excel)	Essential		Application Interview
Awareness of GDPR and the requirement for confidentiality in line with SPS guidelines.	Desirable		Interview
Behaviours			
Listen & Communicate	Essential		Interview
Relationships & Collaboration	Essential		Interview
Plan & Organise	Essential		Interview
Choose an item.	Choose an item.		

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

Selection Process Key Dates

Vacancy Closes for Applications	29/10/2024	Time	23:55
Interview Date*			

***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 **Karina Edgar** by email at: Karina.Edgar@prisons.gov.scot to allow reasonable adjustments to be made to assist you.

