

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

General Administrators (part time)

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	
To provide general administrative services to the Prisoner Administration Department. The post holder will be responsible for a variety of tasks including; the administration of prisoner liberations, admissions, transfers, court desk, movements, booking prisoner appointments, visits and responding to general enquiries. The post holder will be responsible for ensuring accurate data input and processing and recording of prisoners handed in cash on the Prisoner Records Database (PR2).	
Key Responsibilities	
1	Provide administrative support within the department, responding to departmental queries/requests for information and carry out ad-hoc duties as directed by area management
2	Maintain accurate computerised records/databases/PR2, reporting on this information as required.
3	Maintain the secure management of paper/electronic files held within the department, ensuring the secure transit of files to internal and external agencies.
4	Diary management, attending meetings and documenting appropriately
5	Produce various written correspondence to internal and external agencies.

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 2 National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment	Essential	Application/verified at interview
Experience		
Competent and experienced in all aspects of administration	Essential	Application/Interview
Experience of recording and producing accurate minutes of meetings	Essential	Application/Interview
Experience of maintaining computerised records/databases and reporting on this information	Essential	Application/Interview
Knowledge & Skills		
Well developed interpersonal and communication skills both written and oral.	Essential	Application/Interview
Competent in the use of computerised systems including Microsoft Office (Excel, Word, Outlook) and Prisoner Records (PR2).	Essential	Application/Interview
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	Essential	Application/Interview
Awareness of GDPR and the requirement for confidentiality in line with SPS guidelines	Desirable	Application/Interview

Selection Process Key Dates

Vacancy Closes for Applications	29 January 2020	Time	23:55
Interview Date*	Mid-late February 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 **Rebekka Thomson** by email at: rebekka.thomson@sps.pnn.gov.uk or by telephone on: **0141 770 2046** to allow reasonable adjustments to be made to assist you.



