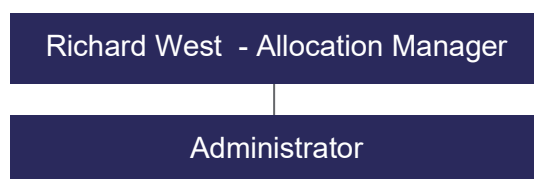


JOB DESCRIPTION

Position Title	General Administrator	Department	Allocations
Generic Job Title	Administrator	Segment	SJS
Team Band	Unbanded	Location	HMP Peterborough
Reports to	Allocations Manager	Office / Unit name	HMP Peterborough

ORGANISATION STRUCTURE



Job Purpose

Provide general administration to the allocations department performing a variety of duties to ensure the smooth running of the function and providing a service to the prison.

Accountabilities

- Maintain all appropriate records and documentation.
- Assist in the production of management information, regular reports, establish trends and patterns from information received.
- Monitor and oversee all filing and ensure that record systems are kept up-to-date and stored securely.
- Responsible for all administrative duties as required by the Manager, ensuring the function is run efficiently and cost effectively when performing work as required and planned.
- To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison.
- Build relationships with key internal and external stakeholders.
- Any other additional accountabilities for your role (see attached accountabilities)

Key Performance Indicators (KPIs)

- Administration actions will be completed accurately and in a timely way and will satisfy all appropriate audit requirements
- Team members will be supported effectively.
- Management information provided accurately and within specified deadlines.
- All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
- To work in accordance with all Sodexo policies and procedures

Dimensions

Financial	
Other	

Skills, Knowledge, Experience and Competencies

Essential

- Experience working in a fast paced environment or role
- Able to operate relevant IT applications including Microsoft Teams and Excel
- Experience of working under pressure and to deadlines
- Able to manage competing work priorities
- Able to use multiple information sources to be proactive.

Desirable

- Education administration or custodial background.
- Knowledge of the English legal system
- Knowledge of prison regimes
- Knowledge of educational or custodial administration processes
- A background in either careers, education or a custodial environment

Competencies

- Working with others
- Planning and organising
- Resilience
- Continuous improvement
- Results orientated

Contextual or other information

The allocations team are responsible for placing prisoners into suitable education or employment using multiple sources of information. HMP Peterborough has a high percentage of the population on remand and the team have to respond to the needs of our prison population in an efficient and safe way.

- You may be required to work in an alternative administration role time to time.
- You may be required to participate in staff rotation.
- Attend any training as and when required.

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Document owner			

Accountabilities

Allocations Administrator

- Maintain all appropriate digital records and documentation.
- Use IT systems to safely and efficiently allocate prisoners into education or work
- Update record systems accurately and securely.
- Responsible for all administrative duties as required by the Manager, ensuring the function is run efficiently and cost effectively when performing work as required and planned.
- To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison.
- Build relationships with key internal and external stakeholders.
- Part of a multi-tasked administrative team, to provide a service to the prison as a whole. This will include providing cover for other areas of administration where requested.
- Take and produce minutes of meetings as required.
- Use prisoner risk assessment and other information to ensure prisoners are efficiently allocated into a suitable roles.
- Use and manipulate spreadsheets and data to Assist in the production of management information, regular reports, establish trends and patterns from information received.
- Proactively using information available to ensure education and employment opportunities are fulfilled across the prison.