

Please Note: The application deadline for this job has now passed.

Job Introduction

HMP/YOI Bronzefield are currently recruiting for a Custody Administrator. The Integrated Offender Manager Unit (IOMU) sits at the very heart of Bronzefield – providing comprehensive administrative support to assist operational colleagues as they ensure that prisoners have a comprehensive and purposeful support plan throughout their sentence and beyond. You will need to have previous experience within an administrator role and excellent IT skills.

HMP/YOI Bronzefield is a closed local prison serving courts across the South of England. Our mission is to deliver quality of life services which make a meaningful difference to women in the criminal justice system by supporting them to change their lives for the better. To achieve this we focus on providing needs-based services and programmes to rehabilitate and improve the well-being of our women.

We house up to 572 women (approximately 14.5% of the national female prison population). The women in our custody have a diverse and complex set of needs and range from mothers and babies, young offenders, life and long term sentenced women, short to mid-term sentenced women, foreign nationals and women on remand.

We have been awarded a bronze accreditation by Investors in People for our commitment to our staff, their development, engagement and investment in a sustainable future.

Sodexo Justice aims to change lives for the better by reducing reoffending and improving the quality of life for those under our supervision and in our care. We deliver safe, effective and innovative custodial and community rehabilitation services that challenge offending behaviour, protect the public and offer individuals the opportunity to change their lives for the better. We deliver the total operation of five prisons within the UK and own six Community Rehabilitation Companies in partnership with crime reduction charity Nacro.

Learn more about working in [Justice](#) and [HMP Bronzefield](#)

Role Responsibility

- Administrative duties including file management, supporting colleagues, answering telephone and written queries and making sure IOMU complies with policies and procedures
- Liaising with external service providers and agencies including Probation Service, Courts and Social Services
- Collate information for Sentence Planning Boards, Release on Temporary Licence and Home Detention Curfew
- Complete sentence calculations New, Transfers Recalls & Civil & Confiscation orders
- Immediate releases from Court and the Establishment as well as planned releases and discharge processes including production of licences and release paperwork
- Checking paperwork including warrants and verifying as required.

See below for full job description

The Ideal Candidate

- Good organisation skills
- Previous experience of administrator role and use of Word, Excel and databases.
- Good listening and communication skills
- Attention to detail
- A strong customer service ethos
- Team player
- Reliability