

Job Description: Custody Clerk

Function:	Custody
Position:	Custody Clerk
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior Administrator
Additional reporting line to:	Head of Admin
Position location:	HMP Forest Bank

1. Purpose of the Job – State concisely the aim of the job.

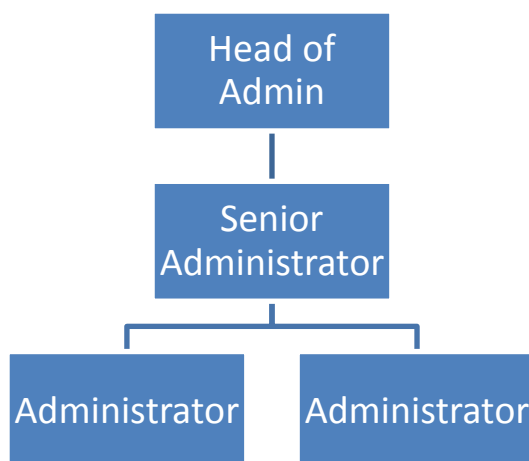
- Be part of a multi-tasked administration team performing a variety of duties to ensure the smooth running of the function, providing a service to the prison.
- To have IT literacy skills including Word and Excel.
- Ability to work under pressure, paying attention to detail.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13: €tbc	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc					
	Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc					

Characteristics ▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Add point
- Add point
- Add point

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To provide general administration support with a focus on the preparation and maintenance of files.
- To manage administrative work and filing.
- To manage the effective archiving, retention and destruction of residents records. Keeping information stored safely. Safeguarding against incidents of information security breach.
- To deal with telephone and face to face queries.
- To deal with incoming post
- Correspond to internal and external stakeholders
- To carry out other miscellaneous duties as directed

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Add point
- Add point
- Add point

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good level of qualifications, administrative skills and experience.
- To be committed to personal development.
- Sound knowledge of Microsoft Office.
- Good inter-personal and communication skills
- Organisational skills
- Good eye for detail

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided

▪ Rigorous management of results

▪ Leadership & People Management

▪ Innovation and Change

