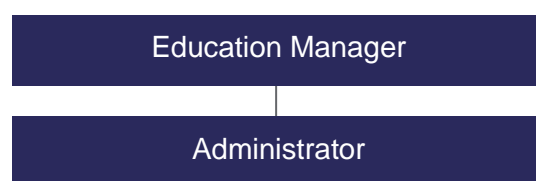


# JOB DESCRIPTION

Position Title	Administrator	Department	Dependant on role
Generic Job Title	Administrator	Segment	Sodexo Justice Services
Team Band	Unbanded	Location	
Reports to	Education Manager	Office / Unit name	

## ORGANISATION STRUCTURE



## Job Purpose

- To work with other members of the Learning & Skills Administration Team to allocate residents to work and education opportunities within the establishment.
- To allocate residents according to the current Allocations Procedure ensuring that job vacancies are filled in a fair and transparent manner maintaining equality of opportunity at all times.
- To take accurate minutes of the weekly Allocations Board and any other meetings as required.
- To answer daily general applications from residents in a timely manner, ensuring responses are clear and consistent.

## Accountabilities

- Allocate male and female residents to work and education opportunities on a daily basis following direction from the Education Manager.
- Ensure that allocation referrals replies are ready to be issued on a daily basis, having answered those allocations related queries in a clear and consistent manner.
- Take accurate minutes of the weekly Allocations Board and any other meetings as required and type them up as soon as possible after the meeting for distribution as directed.
- Ensure that male and female residents' attendance is committed on the system on a daily basis to ensure that they get the correct pay each week.
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Undertake duties as required by the Education Manager that will contribute to the effective operation of HMP Peterborough.
- Ensure residents are processed through the induction correctly and allocated when suitable.

## Key Performance Indicators (KPIs)

- All available jobs within the prison are filled on a daily basis and numbers in each work area are maintained at the appropriate level.
- Numbers of residents who move to work each morning and afternoon is in line with expected norms and support the delivery of purposeful activity each week to avoid unnecessary penalties for the prison.
- General applications will be answered in the correct manner and on time.
- Minutes of the Allocations Board and any other meetings are an accurate reflection of discussion and are informative for those who receive them afterwards.

## Dimensions

<b>Financial</b>	tbc
<b>Other</b>	tbc

## Skills, Knowledge, Experience and Competencies

### Essential

- Experience working in a similar environment or role
- Able to operate relevant IT applications
- Experience of working under pressure and to deadlines
- Able to manage competing work priorities

### Desirable

- Knowledge of the English legal system

### Competencies

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

## Contextual or other information

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

Version		Date	
Document owner			