

One  
Organisation

One Team

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## Administrator (Prisons)

**Salary:** £19,429 - £21,033 pro rata (depending on skills and experience)

**Contract:** Permanent, Full or Part-time (min. 3 days/week)

**Location:** HMP Lewes, East Sussex

**Reports to:** Team Leader

### Job Purpose:

- To support the effective delivery of the IAG (Information, Advice & Guidance) Prison contract - with administrative tasks
- To work with the Prison IAG team to ensure that all required paperwork is uploaded onto prison systems
- To provide MI support to the Area Manager

### Main duties and responsibilities:

- To undertake daily scanning and uploading of PLP's (Personal Learning Plans) onto prison systems
- Support IAG advisers with booking appointments and schedule follow-up appointments as required
- Support the sharing of information across the Kent, Surrey and Sussex Prison group
- Collate data from each of the prisons on a weekly basis.
- Compile weekly report sheet and share with the Area Manager Prisons
- Produce monthly MI report for Prison Area Manager and the Assistant Director Careers Management within agreed deadline
- Establish and maintain professional relationships with colleagues both internal and external to the organisation
- Support the Team Leader with administration for training and development activities.
- Produce and present documents, i.e. letters, minutes and reports, using a variety of IT packages in order to ensure Delivery Plan requirements are met
- Undertake any other reasonable duties that may be required from time to time. The duties may be changed and/or varied to meet changing circumstances at the discretion of Management

**All appointees will be subject to an enhanced DBS Check.**

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## Person Specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications and Training</b>  |           |           |
| Maths and English GCSE grade C/4 or above (or equivalent)   | X         |           |
| A commitment to undertake all necessary training for the role   | X         |           |
| <b>Knowledge and Experience</b>   |           |           |
| Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word and PowerPoint   | X         |           |
| Experience of working within a busy environment and providing effective administration support  | X         |           |
| Experience of providing reports using information systems and ability to demonstrate a close attention to detail and a high level of accuracy in numeracy and literacy                        |           | X         |
| <b>Personal Skills and Attributes</b>   |           |           |
| High level of organisational skills, <b>efficient</b> and results orientated with good time management.   | X         |           |
| Ability to work constructively as part of a team and independently. Creative and driven. Can display <b>innovation</b> .  | X         |           |
| Ability to build effective and professional relationships with partner agencies and organisations. <b>Transparent</b> and personable. Confident and <b>passionate</b> about inspiring people. | X         |           |
| Trustworthy and <b>honest</b> . Can be relied upon to work with <b>integrity</b> to support the wider team's success.   | X         |           |

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|  |   |  |
|--|---|--|
| Has a strong focus on detail and accuracy                            | X |  |
| Ability to work with confidential and sensitive information          | X |  |
| Excellent oral and written communication skills                      | X |  |
| Ability to effectively evaluate own performance in light of feedback | X |  |
| Flexible and adaptable   | X |  |
| <b>Other</b>   |   |  |
| Full driving licence and use of a vehicle                            | X |  |
| Appointment subject to an enhanced DBS check.                        | X |  |

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