

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

Administrator (Prisons)

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

Contract: Permanent, Part-time (3 days/week)

Location: HMP Elmley, Kent

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
Qualifications and Training		
Maths and English GCSE grade C/4 or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Knowledge and Experience		
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
Personal Skills and Attributes		
High level of organisational skills, efficient and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation .	X	
Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable. Confident and passionate about inspiring people.	X	
Trustworthy and honest . Can be relied upon to work with integrity 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	
Other		
Full driving licence and use of a vehicle	X	
Appointment subject to an enhanced DBS check.	X	

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