

202404: Prison Officer - HMP New Hall

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

Job summary

Please see Job Description.

Job description

Prison officer - HMP New Hall

HMP New hall, 5 New Hall Way, Flockton, Wakefield WF4 4AX

Starting salary: £32,851 (for a 39 hour week inc 20% unsocial)

City/Town: Wakefield

Region: North East

Vacancy type: Merit



This vacancy is open to female applicants only as an occupational requirement exception under Sch 9 of the Equality Act 2010. This post is not open to male applicants.



An extraordinary job. Done by someone like you.



Prison officers protect the public and help make an impact on prisoners' lives.

If you have the integrity, skills and strength of character we're looking for, this fast-paced role could be the start of a successful career. No two shifts or situations are ever the same. And, as you gain experience, you'll find a range of opportunities to grow and develop

into.



Someone like you

There's no such thing as a typical prison officer. Our officers come from different walks of life, just like the offenders they work with. Whether you're a parent, a teacher, have worked in retail, the armed forces, or just feel like you're a natural people person, you'll have the empathy, self-confidence, great communication skills and resilience we want.



No matter the challenge, you'll take the time to build constructive, positive and professional relationships with prisoners who could be at the lowest point in their lives.



Teamwork plays a vital role in this environment, so you'll need to be fully committed to supporting your colleagues and understand the importance of acting as one team to keep the prison, prisoners and everyone who works here safe.

You will be required to work various shifts and some weekends.



An extraordinary job

In this unique career, you'll have the opportunity to carry out many different roles in any one day. One minute you're a peacekeeper, the next you're a counsellor or a teacher.

You'll work directly with prisoners in a unique environment, helping to protect the public and make a positive impact.



Job details



Eligibility



To become a prison officer, you will need to:



be at least 18 years old at the point you commence employment

meet the Civil Service Nationality requirements (see nationality section below)

as this is a physically active job, you will need to pass a medical and fitness assessment as part of the application process

meet the required eyesight standard in both eyes (both with and without corrective lenses)

For safety reasons, everyone training to be a prison officer needs a suitable standard of hearing (without the use of hearing aids)



To work in a high security prison () you must have been a resident in the UK for the last 3 years.



Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the European Union Settlement Scheme (EUSS)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service



Further information on nationality requirements .



Successful applicants must ensure they have and maintain the legal right to live and work in the Civil Service and in the United Kingdom.



Essential skills



You don't need qualifications to become a prison officer. Personal qualities are more important. You need to show:



communication and influencing skills

commitment to quality

effective decision-making

care and understanding



Pay



The initial training is 37 hours a week. After training, you can choose to work 37, 39 or 41 hours a week. Your annual salary will reflect your weekly hours.



37 hours a week = £30,902 a year

39 hours a week = £32,851 a year

41 hours a week = £34,800 a year



All salary figures quoted include any additional allowances.



Prisons operate 24 hours a day, 7 days a week. This means you will have to cover various shift patterns that will include evenings, some nights, weekends and public holidays (these days are added to your holiday allowance). Most prisons work with a changing shift pattern of 39

hours a week.



You may also have opportunities to work additional paid hours.



Benefits



25 days annual holiday (rising to 30 days after 10 years service)

paid time off for public holidays and 1 extra privilege day

Civil Service pension of up to 20% of your salary

cycle to work scheme, travel loans and other benefits



The rewards aren't all you'll gain from a role in the Prison Service. There's the sense of achievement you feel when you've helped a prisoner to get their life back on track - the kind of experience you simply won't find anywhere else.



Assessment Process



During the recruitment process you will be assessed on the behaviours, strengths and abilities you need to become an effective prison officer. These include:



communicating and influencing

managing a quality service

making effective decisions

caring



Your natural strengths are assessed to find out what motivates and energises you. We will also assess your numerical, written English and spoken English abilities.

Online Test

You will be invited to complete the online test, to see if you have the basic judgement and numerical skills expected of a prison officer.

The online assessment centre (OAC)

◆ If you pass the online test, we will invite you to an online assessment centre.

We test to see if you have the abilities, behaviours and strengths to be a prison officer.

After this you will be invited to provide a written response to 3 behaviour-based questions.

We will explore your understanding of the prison officer role in a women's prisons and why you are interested in the role.

Once you've successfully completed the online assessment centre, we will invite you to complete a medical and fitness test. This will cover an eyesight test, hearing test and basic health screening, including a blood pressure check.



Job offers: merit vacancy



This is a merit job vacancy. If you are successful at the online assessment centre, you will be added to a merit list based on your score.



When all applicants have completed the assessment centre, the prison will make job offers to individuals with the highest scores first when positions become available.



You can stay on the merit list for 12 months. After this, you'll need to apply again.



If your application is unsuccessful at the sift/Interview stage, a six month waiting period will be applied during which time you will not be allowed to submit any further applications for prison officer positions.



Operational Support Grade Role

Our Online Assessment Centre (OAC), will not only assess you against the key criteria to become a prison officer but will also determine your suitability for appointment as an operational support grade. ◆◆◆ If following attendance at your OAC, you are unsuccessful in your application to become a prison officer, we may instead offer you an alternative role as an OSG.

Working for the Civil Service



The sets out the standards of behaviour expected of Civil Servants.




We recruit by merit on the basis of fair and open competition, as outlined in . If you feel the recruitment process has breached the recruitment principles you can raise a formal complaint in the following order:



Shared Services Connected Ltd: call 0845 241 5358 (Monday to Friday 8am - 6pm) or email



We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. and aim to create a workplace where everyone feels valued and a sense of belonging. 




Disability support



As a Disability Confident employer, the Ministry of Justice is committed to providing everyone with the opportunity to demonstrate their skills, talent and abilities, by making adjustments throughout all elements of the recruitment process and in the workplace. You will be able to request reasonable adjustments to the recruitment process within the application form.

We can offer reasonable adjustments to help with the online tests and online assessment centre.

Person specification

If you require any assistance, please call 0345 241 5358 (Monday to Friday 8am-6pm) or e-mail . Please quote the job reference 85871.

The jobholder must be able to fulfil all spoken aspects of the role with confidence in English or (when specified in Wales) Welsh.

Closing Date: 2nd May 2024

Benefits

Alongside your salary of £30,902, HM Prison & Probation Service contributes £8,374 towards you being a member of the Civil Service Defined Benefit Pension scheme.

For more information about the recruitment process, benefits and allowances and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

Link:

[Apply Now](#)

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