

Records Clerk - OMU(Ref: 86221)

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Company: UK Civil Service

Location: United Kingdom

Category: office-and-administrative-support

Job summary

Please refer to Job Description

Job description

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. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about how we do this visit: .

Overview of the job

This is an administrative support job in an establishment.

Summary

The job holder will provide administrative support to ensure the safe and secure keeping of prisoners' files, past and present and to action requests in a timely manner to aid effective record keeping in line with local procedures.

This is a non-operational job with no line management responsibilities

Responsibilities, Activities and Duties

The job holder will be required to carry out the following responsibilities, activities and duties:

- Undertake filing on a daily basis to provide effective record keeping in line with local procedures
- Request and receive information/records from other establishments

◆ ◆ ◆ Store records appropriately / forward the back record or abscond record to the requesting establishment in a timely manner

◆ ◆ ◆ Send, collect and distribute faxes to appropriate staff

◆ ◆ ◆ Deliver and collect post where appropriate

◆ ◆ ◆ Maintain the filing system of the previous year's files so they are moved to archive and the oldest archive years files are sent for destruction in accordance with required standards (data protection)

Undertake other administrative tasks including :

◆ ◆ ◆ Provide administrative assistance in area of work

◆ ◆ ◆ Maintain accurate filing system for area of work

◆ ◆ ◆ Respond to queries relating to area of work, redirecting where required

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder

Person specification

Please refer to Job Description

Behaviours

We'll assess you against these behaviours during the selection process:

Delivering at Pace

Communicating and Influencing

Working Together

Changing and Improving

Benefits

Alongside your salary of ◆22,096, HM Prison & Probation Service contributes ◆5,877 towards you being a member of the Civil Service Defined Benefit Pension scheme.

Access to learning and development

A working environment that supports a range of flexible working options to enhance your work life balance

A working culture which encourages inclusion and diversity

A with an average employer contribution of 27%

Annual Leave

Public Holidays

Season Ticket Advance

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:

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