



HM Prison & Probation Service

Job Description (JD)

Band 2

Group Profile – Support Services Administration (SSA)

Job Description – SSA: Records

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Job Description

Job Title	SSA : Records
Group Profile	Support Services Administration
Organisation Level	Support
Band	2

Overview of the job	<p>This is an administrative support job in an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
Summary	<p>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.</p> <p>This is a non-operational job with no line management responsibilities</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • 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 (e.g. data protection) <p>Undertake other administrative tasks including :</p> <ul style="list-style-type: none"> • 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 <p>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</p>

Behaviours	<ul style="list-style-type: none"> • Developing Self and Others • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	<p>NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.</p>

Essential Experience	
Technical Requirements	
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths N.B. It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical N.B. please check the individual job description relating to this group profile for any job specific requirements and add if required.
Developing Self and Others				
Communicating and Influencing				
Working Together				
Managing a Quality Service				