



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Prison Officer (PO)

Job Description – PO : Safe, Decent and Secure Young People

Document Ref.	OR-JES-472-JD-B3 : PO : Safe, Decent & Secure YP v8.0
Document Type	Management
Version	8.0
Classification	Official
Date of Issue	10 th April 2025
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	PO : Safe, Decent and Secure Young People
Group Profile	Prison Officer
Organisation Level	Delivery
Band	3

Overview of the job	This is an operational job in an establishment. 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.
Summary	The job holder will supervise and support young people, ensuring all services are provided to a high standard and that security and control are maintained at all times, adhering to local and national policies. The specific duty of the job holder is to supervise, manage and control young people on the residential unit and during daily purposeful activity decently, lawfully, safely and securely whilst carrying out all activities. This is a rotational, 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: • Support the delivery of the Service Level Agreement between the Youth Justice Board and the Directorate of Public Sector Prisons. • Support the achievement of qualitative and quantitative service standards that are compliant with the Youth Justice Board's National Minimum Standards and the policy on Care and Management of Young People. • Ensure compliance with Section 11 duty to safeguard and promote welfare under the Children Act 2004. • Supervise young people activities including exercise and association, maintaining the cleanliness of the wing and making sure that meals are served in-line with establishment policy. • Lock young people securely in their rooms at each lock up period, keep account of the unit roll and make sure that young people are accounted for. • Support vulnerable young people and pass any relevant concerns to wing managers/staff, Healthcare, Safer Custody department and personal officer. • Share identified young people needs with reception staff. • Unlock young people in a timely manner.

- Deal with any instances of self-harm in-line with suicide and self-harm prevention strategies.
- Support young people in line with the Personal Officer strategy, completing reports on young people as requested, within time limits set, which contribute to sentence planning and young people progress.
- Encourage responsible and respectful behaviour in young people.
- Receive and progress applications and complaints.
- Maintain young people records by completing behaviour report entries and data entry onto the young people database.
- Carry out accommodation / fabric checks, including searching young people.
- Complete all administration in support of main duties including ordering cleaning materials and completing regime monitoring.

If undertaking Reception Officer duties the following will also be part of this job:

- Identify new reception young people and provide them with a one to one interview explaining the establishments rules, regimes, activities and support mechanisms available.
- Receive and discharge young people and their property in/out of the establishment, ensure all property is searched in accordance with local and national policy and the Local Security Strategy (LSS) and National Security Framework (NSF).
- Ensure that all property is accounted for and the appropriate documentation is completed. Record property and set up storage record.
- Account for all young people located in the reception area.
- Check that warrants of committal are acceptable and contain the correct details of the young people.
- Identify and screen for potential Category A young people on arrival, advising them of their status for example remand or sentenced and explain restrictions.
- Enter young people details into young people database.
- Apply the relevant rulings in all areas of Public Protection, showing awareness of Multi-Agency Public Protection Arrangements (MAPPA) and Risk to Children Procedures (RCPA).
- Provide initial assessment and screening of Assessment and Care in Custody and Teamwork (ACCT) documentation .
- Complete the first part of the Cell Sharing Risk Assessment (CSRA).
- Issue a set of establishment clothes and bedding to new receptions.
- Arrange a translator to explain the reception process to Foreign National young people.
- Refer any disabled young people to the Disability Liaison Officer.
- Process young people for police productions and courts and handovers to Immigration.
- Share identified young people needs with first night/induction staff.

	• Supervise reception orderlies. If Residential Unit is used as First Night/Induction accommodation, in addition the job holder will: • Deliver an effective induction in line with requirements. • Interview new arrivals ensuring a needs assessment is completed and appropriate referrals are made for young people who require interventions. • Brief all young people giving clear guidance and ensuring they are aware of how to seek help and information. • Deal with any young people concerns or issues raised at induction meeting. • Coordinate and support listeners network ensuring that any advice given is supportive and accurate. • Support vulnerable young people and pass any relevant concerns to wing managers/staff, healthcare, safer custody dept and personal officer. • Share identified young people needs with reception staff. If Residential Unit is used as Care and Separation Unit (CASU), in addition the job holder will: • Advise staff on adjudications processes, check all paperwork is correct including any relevant evidence available. Escort young people to adjudication room, supervise and on completion of adjudications update young people database accordingly. • Collate referrals for the Independent Adjudicator. • Enter any adjournments into room diary with details and place in appropriate file/tray. • Aware of any young people care plans, history sheets and observation book entries and compliance with national segregation policies, observe/record hourly all young people awarded cellular confinement. • Complete and collate all Control and Restraint, mechanical restraints and dirty protest paperwork for young people located within the unit . • Work with healthcare/safeguarding in outgoing care and planning. Undertake other Prison Officer tasks as follows: • Supervise, manage and control young people decently, lawfully, safely and securely whilst carrying out all activities. • Exercise the Power of a Constable. • Conduct searches on young people, staff and visitors as required. • Undertake external escorts. • Undertakes 'first on scene' incident response. • Establish, develop and maintain professional relationships with young people and staff. • Maintain and update systems in-line with local agreements. • Prepare relevant documentation to managers for verification/quality checking purposes.
--	--

	• Attend and contribute to relevant meetings as required. • Complete and update Personal Emergency Evacuation Plan. • Understand and comply with national/local policies and legislation. 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. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
--	---

Behaviours	• Communicating and Influencing • Managing a Quality Service • Making Effective Decisions • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	Job holders must complete specific training in their specialism once they take up post. All candidates are required to pass an on line application and numeracy assessment, attend and pass a variety of assessments at Recruitment Assessment Centre; these include a written assessment, role plays, medical assessment and a fitness test.
Ability	• Fitness Standard • Medical Standard • Numerical Ability

Minimum Eligibility	Employees on Fixed Term contracts who wish to apply for this internal vacancy should be aware that they must be employed by the Civil Service at the time of appointment to the post as well as at the time of application. • Eligibility for a Prison Officer post can be from external applications and from existing staff who wish to transfer to the post. • 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.
----------------------------	---

Hours of Work (Unsocial Hours) Allowances	37 hour working week (standard). Additional Conditioned Hours (ACH) Band 3 Prison Officers have the option to commit to working between 1 -4 Additional Committed Hours (ACH) on top of the standard 37 hour week. These hours are non-pensionable and paid at an enhanced rate. HMPPS Staff on closed pay structures only: Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate. Unsocial Hours Working: This role requires working regular unsocial hours and a payment at the current organisational rate will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank / Public holidays.
--	--