



**PRISON OFFICER**  
**PERSON SPECIFICATION**

| <b><u>Criteria</u></b>    | <b><u>Essential</u></b>   | <b><u>Desirable</u></b>  |
|---------------------------|---|--|
| Qualification             | No formal qualifications are required.  | <p>5 GCSE passes at grades A, B or C, to include English Language and Mathematics, or</p> <p>5 GCE passes 'O' Level, 5 CSE grade 1 or 5 CEE grade 1, 2 or 3, to include English Language and Mathematics, or</p> <p>a full GNVQ (Intermediate), BTEC (Intermediate) or BTEC (First Diploma), OCR National (Level II award), NVQ (Level II award) together with two GCSE passes at grade A, B or C, GCE 'O' Level, CSE grade 1 or CEE grades 1, 2 or 3 in English Language and Mathematics.</p> |
| Key Skills and Behaviours | <p>Able to deal with conflict in an appropriate manner.</p> <p>Able to work with a wide variety of people with diverse backgrounds and experiences.</p> <p>Be able to treat everyone in the same fair and objective manner and not to judge people on the basis of the crimes they may have committed.</p> <p>Possess excellent interpersonal and communication skills, assertiveness and self-motivation as these qualities can be used to prevent and diffuse difficult situations and to create a positive prison environment.</p> |  |

|                           |  |  |
|---------------------------|--|--|
|                           | <p>Possess the self-confidence to deal with all kinds of situations as and when they arise, sometimes in difficult circumstances.</p> <p>Possess the patience to deal with Prisoners when faced with challenging behaviour.</p> <p>Be able to work as a team as it is crucial that there is cooperation in the team so as to provide constant support to one another during every shift.</p> <p>Possess a high level of responsibility in order to maintain a secure and safe environment for everyone.</p> <p>Possess duty of care so as to ensure that Prisoners are in a safe environment, are treated with dignity and respect throughout their time in prison.</p> <p>Be able to treat security as a matter of high priority and take responsibility for the daily chores.</p> <p>Strong leadership qualities, which encompass the ability to manage and motivate staff.</p> <p>Able to use available resources for the welfare of the service.</p> <p>Able to be self - reliant and have a proactive esteem.</p> <p>Able to be discreet when dealing with confidential information.</p> <p>Work methodically, accurately and with attention to detail.</p> |  |
| <p>Other requirements</p> | <p>Must be in possession of a valid 'B' class driving licence.</p> <p>Required to work to a shift pattern, which may include early starts, late finishes, night shifts, weekend and Bank Holiday working.</p> <p>Available to work on occasions, as required, after normal working hours.</p>  | <p>May be required to undergo a period of training and/or an attachment in the UK.</p> |