



The State Hospital

# **RECRUITMENT**

---

*a great place to work*

# 1. Contents

<b>SECTION</b>	<b>HEADING</b>
Section 1	Welcome from the Chief Executive
Section 2	NHS Scotland Values
Section 3	About the State Hospital and Working with us
Section 4	The Recruitment Process
Section 5	How to Apply
Section 6	Post Details
Section 7	Job Description
Section 8	Person Specification

## 2. Welcome from The Chief Executive

Dear Applicant

Many thanks for taking an interest in joining the State Hospital.

The State Hospitals Board is very much an integral part of NHSScotland and one of eight National Boards providing specialist services. It has a unique function in Scotland of providing high quality forensic mental health assessment, care, treatment and rehabilitation for patients who require a high secure environment. The Hospital has 140 beds and admits patients from Scotland and Northern Ireland. It is based in South Lanarkshire and has an annual revenue budget of approximately £35m.

The Hospital was completely rebuilt in 2011 and provides modern person-centred facilities which are fit-for-purpose. The Board is committed to fostering a forward-looking and “can do” organisational culture. We ensure that a focus on continuous improvement underpins all of our activities, and that our working environment is one which values and supports educational and staff development opportunities.

Our employees will adopt and demonstrate our values, and as part of a successful team, will tackle new challenges and be responsible for the continued development of the State Hospital’s reputation as an employer of choice through success and progress in Staff Governance, Engagement, Employee Wellbeing, Workforce Planning and Staff Development.

Enclosed with this job pack you will find a range of information which I hope you will find interesting and clear. However, if this does not answer all the questions which you might have and you would like to find out more, please contact the Human Resources team or the individual named within the job advert for an informal chat.

I do hope that you will feel able to apply and look forward to receiving your application.

With best wishes



Gary Jenkins  
Chief Executive  
The State Hospitals Board for Scotland



## 2. Our Vision and NHS Scotland Values

### Our Vision

“To be a leader in delivering relationally informed, person-centred, high-secure mental health care that enables recovery whilst ensuring the safety and wellbeing of staff, patients, and the public.”

### Our Values

- Care and compassion.
- Dignity and respect.
- Openness, honesty and responsibility.
- Quality and teamwork.

Embedding these values in everything we do will help to make our vision a reality. In practice, we need to:

- Demonstrate our values in the way we work and treat each other.
- Use our values to guide the decisions we take.
- Identify and deal with behaviours that don't live up to our expectations.

- Be responsible for the way we work and not just the work we do.



### Our Mission

“To assess and treat major mental disorders in a secure and person-centred care environment that manages risks, supports recovery, rehabilitation and onward progression.”



### 3. About the State Hospital and working with us

The State Hospital is the only special security psychiatric hospital covering Scotland and Northern Ireland. Employing around 680 staff, the hospital is located in Lanarkshire in Central Scotland, midway between the cities of Edinburgh and Glasgow.

Patients are treated in accommodation appropriate to their needs and in an environment that supports rehabilitation.

There are 140 high-secure beds (plus four beds for emergency use) for male patients requiring maximum secure care: 12 beds specifically for patients with an intellectual disability. Additionally, the dedicated women's service has a capacity to care for up to six females. Wards take the form of four units (hubs and clusters) with each unit comprising three 12-bedded areas (i.e. 36 beds per hub).

Assessment, treatment and care is provided in conditions of special security for individuals with mental disorder who, because of their dangerous, violent or criminal propensities, cannot be cared for in any other setting.

The main aim is to rehabilitate patients, ensuring safe transfer to appropriate lower levels of security. The Forensic Mental Health Services Managed Care Network (Forensic Network) is hosted by the State Hospital, and good partnership working is in place across the Forensic Network to ensure patients are transferred as required.



A safe and secure environment is essential for effective treatment and staff support. Long-term safety is achieved through a balance of:

- Relational security: therapeutic engagement and understanding of patients.
- Physical security: awareness of individual and collective risk.
- Procedural security: robust policies and protocols.

The hospital's critical success factors include:

- Enhancing patient outcomes through quality clinical care.
- Continuously reviewing security measures to reduce risk and ensure resilience.
- Listening to patients, carers, and stakeholders.
- Fostering staff wellbeing and engagement through strong partnerships.
- Ensuring financial sustainability and value for money.

Transparency and accountability are core commitments. Staff demonstrate exceptional dedication and compassion in a challenging environment, caring for individuals who are often misunderstood by society.



## Core Benefits

### Staff Pay & Benefits

- Minimum of 202.5 hours paid annual leave per year (for full timers) which rises after five and 10 years of NHS service, plus bank holidays.
- Pay enhancements for unsocial hours.
- Environmental and clinical allowances.
- Automatic membership to the NHS Pension Scheme - one of the most generous pension schemes in the UK.
- Security of employment, with a policy of no compulsory redundancy.
- Electric Car Charging.
- NHS Credit Union.
- Access to NHS Discounts via Blue Light Card.

### Health & Wellbeing

- Onsite gym.
- Staff Wellbeing Centre.
- Dedicated in-house Occupational Health Service and Wellbeing team to support health at work.
- Fast track Physiotherapy sessions.
- Access to counselling services.



### Family Friendly

- Family friendly working policies.
- Paid and unpaid parental leave to support staff in bringing-up their families.
- Wide range of flexible working options to support parents and carers.

### Career Development

- Excellent learning, training, and development opportunities to support both career progression and professional growth



## 4. The Recruitment Process

Selecting the correct person for each role is important to our patients, staff, carers, volunteers, and members of the public who rely on the services we provide. Within the State Hospital the recruitment process is made up of four key stages. Together, they help us to review your application and make decisions about your overall suitability for the advertised role.



### Your application

To apply for a vacancy, you need to complete an online application form. It includes a set of questions to guarantee consistency and fairness for everyone. This ensures we get specific answers to the questions we have asked, which we may not otherwise get from your CV.

The job description, person specification and the questions on the application form will tell you exactly what information we are looking for. This makes it easy for you to match your skills, experience, and qualifications to the role.

### Top tips for completing your NHSScotland job application

Once you have found a vacancy you would like to apply for, follow these simple tips to guide you through the application process:

- Read the job application pack - this includes the job description and person specification. What skills and experience are required? What examples can you provide to demonstrate them?
- Take time to prepare your information - if you have a CV, refer to it for important dates, examples of work experience, your skills, abilities and qualifications.
- Follow the instructions on the application form - complete all the required information and do not rush - you can easily make mistakes, forget important information and give the impression that you are not really interested in the job.
- Make a note of the closing date. Make sure you leave yourself enough time to complete the form. We may close the vacancy early if there is a high number of applications, so please complete your application as soon as you can. Applications received after the closing date cannot be accepted.





## Application shortlisting

As soon as the vacancy closing date has passed, applications are shortlisted by a recruitment panel. They review applications against the criteria for the post outlined in the job description and person specification. All applications are reviewed using the same criteria.



## Interviews

If you are successful after shortlisting, you will be invited to an interview. Now you need to start thinking about preparing for your interview, the kind of questions you could be asked, and how to impress the interviewers on the day.

At an NHSScotland interview, it is essential to show:

- Why you want to work for us.
- Why a role in healthcare is suitable for you.
- What kind of person you are.
- The skills and strengths you already have.
- The skills you are developing.

For some roles, it may be appropriate for you to complete a practical activity such as a short assessment or to deliver a presentation. If you need to do this, full details will be provided when you are invited to interview.

## After your interview

Once all interviews have been completed, the preferred candidate will receive a provisional offer of employment, subject to satisfactory pre-employment checks.

## Young workers

The State Hospital is a high secure hospital and the current organisational position based on a risk assessment is that we welcome applications from people under the age of 18 for non-clinical roles. To work in a clinical role applicants should be 18 years and older.

## Verification of identity

Before you start work with us, we must confirm that your identity is genuine - relates to a real person and is being used legally. This check is carried out on every potential new employee.

## Occupational health

Pre-employment medical screening is required. You will receive a paper form to complete, which must be signed and returned as instructed.

## References

We need to check at least three years of previous employment or training history. We also require a minimum of two references, including your current or most recent manager / employer. Please make sure your referees have agreed to provide a reference.

## Qualifications and professional registration

Original relevant educational certificates and verification of registration are required.

## Background checks

All roles within the State Hospital require membership in the Protecting Vulnerable Groups (PVG) scheme. As part of the recruitment process, we will carry out a criminal record check in line with PVG scheme requirements.

## Mandatory Prevention and Management of Violence and Aggression (PMVA) training

As Scotland's only high secure hospital, the State Hospital requires all staff to complete Prevention and Management of Violence and Aggression (PMVA) training. This is due to the nature of the environment, where there is a potential risk of exposure to incidents involving violence or aggression.

PMVA training includes physical elements, and therefore a reasonable level of physical fitness is necessary to participate safely and effectively. In accordance with the Equality Act 2010, reasonable adjustments will be considered where appropriate.

If you are offered a position with the State Hospital, you will be asked to complete a pre-employment health questionnaire, which will be reviewed by our Occupational Health Service. It is important that you complete this questionnaire accurately to ensure your fitness for the training can be assessed and any necessary support or adjustments can be arranged in good time.

You need to be able to successfully complete the PMVA training to work at the State Hospital. If you are not able to do this, you will be managed supportively and in line with the NHSScotland Capability Policy.

If you have any questions or require further information, please contact:  
tsh.jobs@nhs.scot

## Return documentation timely

To avoid any delays in your employment with us, it is essential that you promptly return the Occupational Health Service questionnaire, provide reference information, and complete your PVG application.

If any of these pre-employment checks provide an unsatisfactory result, the provisional offer of employment may be withdrawn.

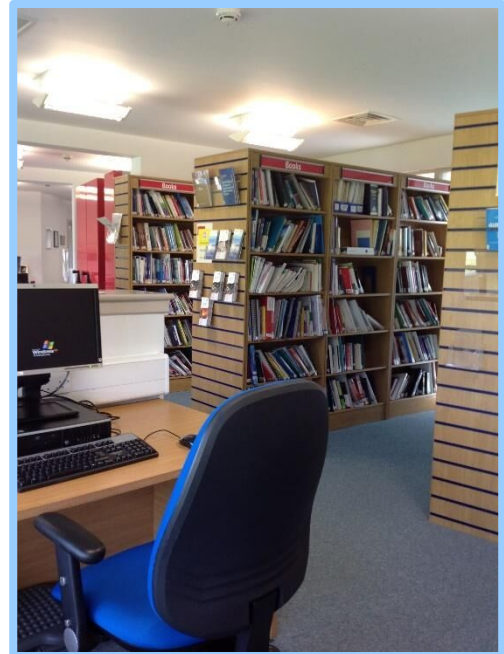
## 5. How to Apply

All applications should be submitted via our online recruitment system 'JobTrain'.

If this is the first time you have applied for a State Hospital vacancy via our online system, you will be asked to create an account. You can do this via an email address or social media account. Please ensure the email address submitted is correct as this will be our primary method of contact.

If you are registering as a new candidate, you will be able to upload your CV. This is used to help pre-populate some areas of your application form. We do not accept CVs in addition to or instead of a completed application form. Your CV will not be visible to the panel at any stage.

If you are a returning candidate, you will be asked if you wish to copy your application from a previous post. If you wish to do this, simply select the application you wish to copy from and from there you can edit or update the information as necessary.



## 6. Post Details

**If you have any queries or require assistance regarding the application form or recruitment process, please contact the HR Team at [tsh.jobs@nhs.scot](mailto:tsh.jobs@nhs.scot) to discuss your requirements.**

Vacancy Reference Number	243527
Job Title	Catering Assistant
Grade	Band 2
Salary	£25,694 to £27,900 (pro rata) per annum plus High Secure Environmental Allowance of £1,752.98 per annum (pro rata)
Type of Work	Non-Clinical
Hours	24 hours per week
Contract Duration	Permanent

Closing Date	11.59pm on 06 April 2026
--------------	--------------------------

The email address you supply on your online application will be used for correspondence relating to this vacancy, therefore please ensure you check your Junk / Spam folders on a regular basis.

We anticipate a high level of interest in this position, therefore we may close the vacancy prior to the closing date once a sufficient amount of applications are received. Please ensure you complete and submit your online application at an early stage to avoid disappointment.

## 7. Job Description

### 1. JOB IDENTIFICATION

Job Title: Catering Assistant (Higher Level)

Responsible to: Food Production Supervisor / Cooks

Department(s): Facilities Catering Department

Directorate: Security

Operating Division: The State Hospital

Job Reference:

No of Job Holders: 7.25 WTE

Last Update : May 2016

### 2. JOB PURPOSE

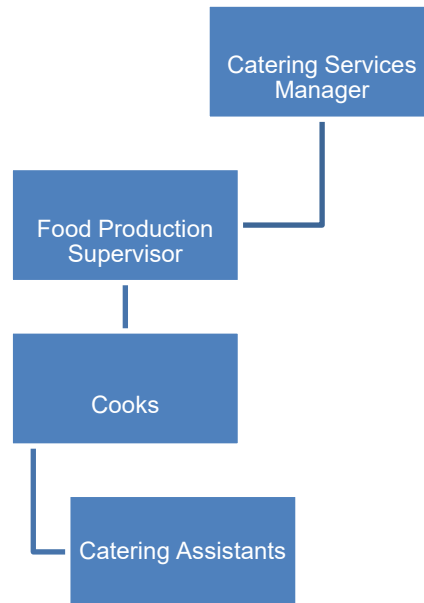
To work as part of the catering team, assisting in all aspects of food preparation, delivery, service, wash-up and cleaning duties relating to the provision of catering services to patients, staff, visitors and for functions. Ensure that security procedures are followed at all times. To maintain a clean, safe working environment and to assist in the delivery of all catering services.

### 3. DIMENSIONS

The postholder is required to work as part of a team to deliver a quality service as directed by policies and procedures which are monitored by supervisory staff. Catering Assistant will work between the Kitchen and Dining Room and may on occasion deliver food shortages to wards.

- To assist the cooking staff in the production of food (meals & snacks) to a high standard for patients and for use in the staff dining room and for Function/Hospitality demands throughout the hospital.
- To undertake basic food preparation / processing, production of salads and sandwiches. Some items are produced on a call order basis.
- To undertake the thorough cleaning of the department and the washing sanitisation of all catering equipment and utensils.
- General support with a range of meals, packing, distribution and cleaning.
- To undertake deep cleans of areas within the kitchen dining room as required.
- To undertake housekeeping duties within the kitchen staff areas, rest areas, and toilets changing rooms as required.
- To undertake housekeeping duties within the dining room, coffee lounge and toilets.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The provision of a high quality catering service to patients, staff and visitors.

To foster a good working relationship with other disciplines and facilitate the smooth running of the service.

#### 6. MAIN DUTIES

- Responsible for the basic preparation and cooking of meals / snacks including therapeutic / religious diets, bakery items and special functions.
- To plate and serve meals to hospital staff within the hospitals staff dining facility.
- To ensure that all hospital policy and procedures are understood and adhered to within the department with the special reference to the security of knives and cutlery in the catering department.
- To support the overall delivery of meals to patients and dining room.
- To monitor the standard / quality of food produced and interact with customers (particularly in the staff dining room).
- To comply with food hygiene regulations with regards to food service.
- To comply with HACCP system in relation to equipment cleaning and departmental cleanliness.
- Maintain high standards of personal hygiene.
- Organisation of goods within freezers and refrigerators taking account of date code and "last in first out" principals as required.
- Take temperature of food deliveries and record in temperature monitoring system (Monika).
- Careful use of all equipment and reporting of any faults / defects.
- To serve meals in the staff dining room and undertake cash handling duties in this area.
- To comply with health, safety and welfare regulations and adhere to all training, risk assessments which are part of the health & safety control book.
- To participate in all direct training and development activities provided by the hospital including on lines modules as required by the hospital.

- Cleaning and wash-up of all equipment, machinery, crockery and pans associated with the catering service. This includes deep cleans as required.
- Assist with food trolley delivery to wards.
- Monitor and record food waste within the wards and kitchen as required.
- On occasion deliver food shortages to wards for new admission as required.
- Store goods correctly and use stock on a rotational basis.
- To provide guidance to new members of staff relating to work practices.
- To undertake deep cleans of equipment and fixtures as required.
- To undertake housekeeping duties as required within the department.
- To comply with all statutory legislation, hospital policies and procedures.
- Participate in your annual Professional Development Review (PDR).
- To operate an automatic dishwasher, pan wash.
- To undertake the cleaning and checking of all food distribution trolley's.

## **7 ASSIGNMENT AND REVIEW OF WORK**

- Work will be assigned by the Food Production Supervisor or Cooks.
- Shift pattern determines work schedule.
- Management / supervisory staff monitor and review as appropriate.
- Catering assistants will be required to work without direct supervision in some areas/occasions.

## **8 COMMUNICATION AND WORKING RELATIONSHIPS**

The post holder will be expected to communicate regularly with the following:

- Catering Management, Supervisor, cooks and all other departmental staff.
- Housekeeping Staff.
- Estates Staff.
- Facilities Management.
- Ward Staff.
- Porters.
- Visitors.
- Delivery Staff.
- Maintenance Contractors.

## **9 MOST CHALLENGING PART OF THE JOB**

- Working within the parameters of the Food Hygiene Regulations and within the hospitals HACCP system.
- Ensuring tasks are completed in a timely manner whilst dealing with other deadlines.
- Working within a high security setting.
- Ensuring that security procedures and checks are followed / completed.
- Operating / cleaning potentially dangerous equipment e.g. Deep Fat Fryers, Combination Ovens and Slicing Machines.
- Dealing with customers who are in a hurry or have short break times.
- Dealing with late / ad hoc requests for meals.

## **10 DECISIONS AND JUDGEMENTS**

- The catering assistants will be required on occasions to make judgements involving a range of facts or situations, which require the analysis or comparison of a range of options (this is sometimes time critical).
- The catering assistants may require arranging for the “call out” of staff to provide adequate staff cover in the event of sickness/absence of a member of catering staff.
- To ensure that the Critical Control Points (CCPs) listed as part of the hospitals HACCP system are followed and recorded as appropriate.
- Ensure that food is produced in an approved way and presented/dispatched in an appropriate manner.
- Utilisation of food to ensure minimisation of waste. This includes portion control.

## **11a EQUIPMENT AND MACHINERY .**

- Floor cleaning machines.
- Slicing machines.
- Dishwashing machine.
- Pan wash machine.
- Waste disposal machine.
- Food trolleys.
- Combination ovens.
- Boiling pans.
- Fridges & Freezers.
- Mixers.
- Cash register.
- Food temperature probe.
- P C to complete mandatory on line modules, emails.

## **11b SYSTEMS**

- Working within the parameters of the Food Hygiene Regulations and within the hospitals HACCP system
- Ensuring tasks are completed in a timely manner whilst dealing with other deadlines
- Working within a high secure setting
- Ensuring that security procedures and checks are followed / completed
- Operating / cleaning potentially dangerous equipment e.g. Deep Fat Fryers, Combination Ovens and Slicing Machines
- Dealing with customers who are in a hurry or have short break times
- Dealing with late / ad hoc requests for meals

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

The State Hospital is a high secure mental health working environment that cares for individuals detained under mental health and related legislation. Patients detained are considered to pose a grave and immediate danger to themselves and the public. Working at The State Hospital involves being subjected to searching and security procedures, responsibility for keys, and working in a restrictive, locked environment. Constant awareness of security of security policies & procedures.

Physical Demands include:

- Standing – loading food into ward trolleys.
- Manual Lifting – deliveries and supplies.
- Walking – checking temperatures and deliveries.
- Working in both hot and cold environments.
- Noise levels.
- Required to work to schedules and timescales.
- Mandatory break away training.
- Physical movement of catering equipment, twisting, bending, kneeling, pushing.
- Movement of waste.

## **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- Basic technical knowledge of safe food production techniques.
- Good knowledge of food hygiene practice.
- Royal Environmental Health Institute of Scotland Elementary Food Hygiene certificate. (training provided)
- NHS Scotland National Cleaning Services Specification. (training provided)
- HACCP (Hazard Analysis Critical Control Point) System. (training provided)
- Specification for carrying out deep cleans. (training provided)
- Knowledge of Health & Safety and COSHH (training provided)
- Knowledge of Moving & handling techniques (training provided)
- Knowledge of infection control practices. (training provided)
- Effective communication and positive interpersonal skills.
- Being able to maintain a methodical approach to work in order to ensure consistent service delivery.
- Ability to operate an electronic cash register and good customer relation skills.
- Ability to be flexible and adaptable.

## 8. Person Specification

STATE HOSPITALS BOARD for SCOTLAND		
PERSON SPECIFICATION: Catering Assistant		
Attribute	Essential	Desirable
Qualifications	Elementary Food Hygiene Certificate - REHIS	
Experience	Working in large scale catering environment.	Working in a hospital setting.
Skills and Abilities	Good communication skills Ability to work own and as part of a team	
Knowledge	Good knowledge food hygiene and safe working practises.	
Personal Qualities	Motivated Enthusiastic Flexible Honesty Reliable	

**Thank you for your interest in this post.  
We very much look forward to receiving your application.**



*Free Parking*



*Staff Library*



*Forensic Pay Allowance*



*Staff Learning Centre*



*Free use of Sports Facilities*



*Occupational Health Service*



*Staff Wellbeing Centre*



*Healthy Working Environment*

*Staff - Our Greatest Asset*