

VACANCIES IN THE EDUCATION & EMPLOYMENT DIRECTORATE

The Education & Employment Directorate is looking to recruit to the following posts:

Business Manager: Responsible to the Director of Education and Employment for the overall management of the Human Resources, Finance & Procurement and Administration sections, the post holder will serve as a member of the directorate's Senior Management Team and assist with the development and implementation of the strategic plan.

Some of the key tasks and responsibilities will include:

- To oversee and lead the business operations of the Education and Employment Directorate, with overall responsibility for Administration, Finance & Procurement and Human Resources sections
- To lead on strategic Human Resources matters within the Directorate including senior level recruitment, inductions, disciplinary, job analysis, performance appraisal, etc
- To ensure that HR policies and practices of St Helena Government are adhered to across the directorate.
- To advise the Director and all managers on the interpretation of the Code of Management, application of rules and regulations relevant to the Public Service
- To support the work of the Scholarships Committee in co-operation with the SHG UK Representative and individual students
- Responsible for overseeing the performance appraisal process, providing advice, guidance and training to managers as necessary
- Responsible for producing relevant and reliable business reports including KPI's and risk management data for the Director, the Senior Management Team and other managers

Applicants should possess GCSE Maths and English at Grade C or above, a Diploma in Business/Public/Office Administration or equivalent qualification and an appropriate qualification in Finance, together with excellent intermediate IT skills in Microsoft Word, Excel, PowerPoint, Databases and Access Dimensions. The ability to produce clear and accurate written communication is essential. A minimum of 5 years' experience in Administration, Finance and/or Human Resources, working at Executive Officer level or equivalent and a minimum of 2 years' experience in managing staff is also essential. The ability to demonstrate an awareness of the context of St Helena would be advantageous.

Salary for this post is in grade E, ranging from £14,138 - £17,673 per annum.

Higher Level Teaching Assistant: The purpose of the post is to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. In addition, the post holder will be responsible for teaching 25% of the school teaching timetable independently, and will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment of pupils

Some of the key tasks includes:

- Planning, preparing and evaluating programmes of work to cater for learning needs
- Working with groups or individual pupils/students to support the teaching process

- Being actively involved with the preparation of individual pupil/group work plans
- Being fully involved with the monitoring and evaluation of the individual pupil's/group's work
- Keeping a record of work carried out and comment appropriately on pupils' performance
- Contributing to pupil review meetings with parents

Applicants must be in possession of a GCSE in English and Math's at Grade C or above and have at least two years' experience of working as a Teaching Assistant. The ideal candidate must be self-motivated, have good interpersonal skills and have a passion for working with children.

Salary payable is dependent upon qualifications and experience ranging from £8,235 to £8,828 per annum.

For further details regarding the above posts, interested persons should contact Mrs. Wendy Benjamin, Acting Director on telephone number 22607 or e-mail wendy.benjamin@sainthelena.gov.sh

Application forms are available from the Education & Employment Directorate and Corporate Human Resources and should be completed and submitted, through Directors where applicable, to the Acting Human Resources Officer at the Education Learning Centre or e-mail wendy.fuller@sainthelena.gov.sh by no later than 4pm on Thursday, 14 December 2017.

The Education & Employment Directorate is committed to safeguarding and promoting the welfare of children and expects all staff to uphold these principles. All appointments are subject to a satisfactory medical check and vetting or DBS Disclosure and references. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria will be guaranteed an interview.

Mrs. Wendy Benjamin
Acting Director of Education & Employment

1 December 2017