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## VACANCIES IN THE EDUCATION & EMPLOYMENT DIRECTORATE

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

**Administration Officer:** The successful candidate will be responsible for providing an efficient and effective administrative support to the St Helena Community College Team.

Applicants must have GCSE's in English and Maths at Grade C or above, a recognised qualification in IT, NVQ Level 2 in Customer Service and Business Administration

The successful candidate must have at least 2 years' experience in working in an administrative and customer focus environment, be self-motivated, computer literate, have good verbal and written communication skills and have the ability to work using their own initiative.

Some of the key tasks include:

- Managing the comprehensive database of Community College students, staff and courses
- Assisting with the management of examinations and assessments
- Supporting the management of the apprenticeship programme
- Being responsible for the design and distribution of adverts and promotional materials
- Assisting with the organisation and arrangements for Lifelong Learning Award ceremonies and Careers Fairs
- Producing minutes for Lifelong Learning staff meetings in the required formats

Salary payable is Grade B.1, £6,722 per annum.

For further details regarding this post and a full job description, interested persons should contact Mrs. Angela Benjamin, Acting Assistant Director Lifelong Learning Services on telephone 22607, or e-mail [angela.benjamin@sainthelena.gov.sh](mailto:angela.benjamin@sainthelena.gov.sh)

**Auxiliary Worker:** The successful person will be responsible to the Head teacher. The main responsibilities of the post will be for the supervision of pupils before and after school, during mid-morning and lunch periods and to accompany and supervise nursery pupils being transported home at mid-day.

Some of the key tasks include:

- Supervision of pupils before school and after school from the hours of 8.00 to 9.00am and 3.00 to 3.45pm including conducting the duties of a lollipop person before and after school outside of the main school gate.
- Supervision of nursery pupils travelling home on the bus at mid-day.
- Supervision of pupils during break and lunch periods.
- Deputising in the absence of the school secretary including reception duties as required at the discretion of the head teacher.
- Photocopying and collating documents.
- Assisting the school secretary with duties such as inventory and library duties.

The ideal candidate must display a caring and sensitive attitude towards children, be energetic, enthusiastic, self-motivated and able to carry out instructions given by the Head Teacher. A sense of responsibility is also essential.

Salary for the post is at Grade A.1, commencing £5,508 per annum.

For further details and a full job description for this post, interested persons should contact Miss Elaine Benjamin, Headteacher, Pilling Primary School, Education & Employment Directorate on telephone number 22540 or email [Headpps@helanta.co.sh](mailto:Headpps@helanta.co.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](mailto:wendy.fuller@sainthelena.gov.sh) by no later than 4pm on Monday, 22 January 2018.

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

10 January 2018