



PUBLIC NOTICE

VACANCY FOR AUXILIARY WORKER

The Education & Employment Directorate has vacancy for an Auxiliary Worker to work at Pilling Primary School.

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 duties 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 essential.

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

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.

For further details and a full job description for this post, interested persons should contact Miss Elaine Benjamin, Headteacher, Education & Employment Directorate on telephone number 22540 (Headpps@helanta.co.sh)

Application forms are available from the Education & Employment Directorate and Corporate Human Resources and should be completed and submitted with satisfactory references, through Directors where applicable, to the Ag Human Resources & officers at the Education Learning Centre or e-mail wendy.fuller@sainthelena.gov.sh by no later than 4pm on Wednesday 01 November 2017.

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 listed in the job profile will be guaranteed an interview.

Mrs. Shirley Wahler
Director of Education & Employment

18 October 2017