

Administration Officer – St Helena Community College

The Education & Employment Directorate is looking for a person to work within the St Helena Community College.

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

Application forms are available from the Education & Employment Directorate and Corporate Human Resources and should be completed and submitted, through Directors where applicable, to Miss Santana Fowler at the Education Learning Centre or e-mail santana.fowler@sainthelena.gov.sh by no later than 4pm on Thursday, 31 May 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.