



St Helena
Government

PUBLIC NOTICE

CONTRACT FOR SERVICES IN THE EDUCATION & EMPLOYMENT DIRECTORATE

The Education & Employment Directorate is seeking interest from persons who are able to offer contractual services within the St Helena Community College for a period of 3 months. Some of the main duties will include:

- Ensuring rooms are setup and ready for training sessions to take place,
- Ensuring timely completion of all photocopying and that it is placed in the respective training room ahead of the session,
- Directing all students to the respective training rooms,
- Maintaining security to the building at all times,
- Liaising with SHCC Administration Officer for tasks that need to be completed for the afterhours training sessions,
- Securing the whole building at the end of the training sessions and ensuring that all taps and lights are turned/switched off.

The successful applicant will be responsible to the Acting Assistant Director of Lifelong Learning Services. Hours of work will be up to 15 hours per week and will be on a shift basis, which will be agreed with the Acting Assistant Director, Lifelong Learning Services. The rate payable will be at £3.01 per hour.

Applicants must have experiences of working within a customer focus environment, be self-motivated, have good verbal and written communication skills and have the ability to work using their own initiative. Is reliable, a good team player and have the ability to work independently are some of the personal attributes required for the role.

This is a short Temporary Contract for Services and no relocation allowance or paid fares are available for overseas applicants who may apply.

The Education & Employment Directorate is committed to safeguarding and promoting the welfare of children and expects all staff to uphold these principals. All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. 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 listed in the job profile will be guaranteed an interview.

For further details and a list of duties for the above contract, interested persons can contact Mrs Angela Benjamin, Acting Assistant Director of Lifelong Learning on telephone no. 22607 or email angela.benjamin@sainthelena.gov.sh

Expressions of interest, should be submitted to Miss Santana Fowler at the Education Learning Centre or email santana.fowler@sainthelena.gov.sh by no later than 4pm on Monday, 28 May 2018.

Mrs. Shirley Wahler
Director, Education & Employment

17 May 2018