



PUBLIC NOTICE

VACANCY FOR TEMPORARY ADMINISTRATIVE SUPPORT ASSISTANT

The Education & Employment Directorate is seeking interest from those interested in offering a Contract for Service as a Temporary Administrative Support Assistant to provide support to St Helena Community College.

Some of the tasks 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.

Applicants should be self-motivated, computer literate, have good verbal and written communication skills and have the ability to work using their own initiative.

Previous work experience in a Customer Services environment and GCSES at Grade C and/or above would be advantageous.

The Hours of work required will be 35 hours per week and the rate payable will be at £3.05 per hour.

For further details about the post and for a list of duties, interested persons should contact Cherilee Thomas-Johnson on telephone 22607 or e-mail: cherilee.johnson@sainthelena.gov.sh

Expressions of interest should be submitted, to Gillian Lithgow, Education Learning Centre or e-mail gillian.lithgow@sainthelena.gov.sh by no later than 4pm on Tuesday, 24 July 2018.

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.

Mrs Shirley Wahler
Director

16 July 2018