



PUBLIC NOTICE

VACANCY FOR PUBLIC EXAMINATIONS ADMINISTRATOR

The Education & Employment Directorate has a vacancy for a Public Examinations Administrator on a fixed term contract for 10 months in the first instance. The successful post holder will be based at Prince Andrew School and will be responsible for the registration and administration of all external tests, public examinations and vocational assessments for students. This is a short Fixed-Term vacancy and no relocation allowance or paid fares are available for overseas applicants who may apply.

Some of the key tasks and responsibilities will include:

- Communicate with Awarding Bodies on all matters pertaining to examinations/assessments at Prince Andrew School and St Helena Community College.
- Responsible for the running of public examinations including practical examinations, ensuring these are conducted in compliance with the regulations of the Awarding Bodies.
- Maintain the filing systems and effective organisation of school based candidate registrations, tracking records and qualification results data to ensure confidentiality, accessibility and efficiency.
- Manage and implement a professional level of security around the handling of examination papers and related materials by organizing the collection of all examination documents on arrival from the Post Office and Shipping Agents ensuring no third party involvement
- Provide administration information and support to queries about examinations and the examination process to the Headteacher as required

Applicants should have a grade C or above in GCSE Maths and English. A recognised qualification in IT is desirable. The ideal candidate must be self motivated and have good interpersonal skills.

Salary for the post is Grade C, £8613 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 regarding this post, interested persons should contact Mrs Penelope Bowers, Headteacher, Prince Andrew School, on telephone number 24290 or e-mail headteacher.pas@princeandrew.edu.sh

Application forms which are available from Education & Employment Directorate and Corporate Human Resources should be completed and submitted, through Directors where applicable, to the Acting Administration Officer at the Education Learning Centre or e-mail santana.fowler@sainthelena.gov.sh by no later than 4pm, on Monday, 26 November 2018.

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

12 November 2018