



St Helena  
Government

# PUBLIC NOTICE

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## VACANCY FOR ADMINISTRATION ASSISTANT (COMMUNITY CARE CENTRE)

The Children & Adult Social Care Directorate is seeking to recruit a suitably qualified person to fill their vacant post of Administration Assistant (Community Care Centre). The post holder will be required to provide effective and efficient administrative support to the Community Care Centre.

Some of the key tasks and responsibilities are:

- Responsible for the day-to-day general administrative duties of the section, that includes receiving, recording and circulating unclassified and confidential incoming mail, and dispatching outgoing mail;
- Meeting and greeting office visitors and directing them as necessary;
- Responsible for the safekeeping of, and ensuring that all files both electronic and paper-based, are up-to-date and maintained and easily accessible to staff;
- Provide administrative and secretarial support for staff meetings, multi-agency and ad hoc meetings, as required.

Applicants should have the following qualifications and experience:

- GCSE in Maths and English Language at Grade C or above or an equivalent qualification (applicants without a Level 2 qualification in Maths and English may still apply and can undertake a functional skills assessment as part of the recruitment process).
- Proficient in IT skills in Word and Excel.

Applicants should have good communication, organisational and customer care skills, with the ability to deal with customers from diverse backgrounds. It would also be ideal for the applicant to have a minimum of 1 years' experience working in an administrative and customer focused environment.

Salary for this post is Grade B commencing at £6,722 per annum.

For further information about the duties of the post and a copy of the job profile, interested persons should contact Rosalie Brown, Manager at the Community Care Centre on telephone number 23090 or e-mail: [rosalie.brown@sainthelena.gov.sh](mailto:rosalie.brown@sainthelena.gov.sh).

Application forms, which are available from Corporate Human Resources and Children & Adult Social Care Directorate or on the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies) should be submitted through Directors where applicable, to Sharina Williams, Human Resources Officer, The Castle or email [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than Tuesday, 14 July 2020.

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.*

**Corporate Human Resources**

**30 June 2020**

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