



St Helena
Government

PUBLIC NOTICE

VACANCY FOR AUXILIARY WORKER (PILLING PRIMARY SCHOOL)

The Education & Employment Directorate is seeking to recruit a suitably qualified person to fill the post of Auxiliary Worker at Pilling Primary School. The post holder will be responsible for the supervision of pupils before and after school, during mid-morning and lunch periods and to accompany and supervise nursery pupils being transported home at mid-day.

In addition to the supervision of pupils, some of the key tasks and responsibilities include:

- Deputising in the absence of the School Secretary including reception duties as required at the discretion of the Head Teacher
- Photocopying and collating documents
- Assisting the School Secretary with duties such as inventory and Library duties
- Assisting staff within the school with tasks such as taking down displays, cleaning and preparing pupils painting equipment, sharpening pencils, cutting paper, preparing wallboards for display work, tidying shelves and cupboards and any other similar auxiliary duties that the Head Teacher of the school may require from time to time
- Accompanying teachers on organised out of school activities

Applicants should have the following qualifications and experience:

- Functional skills (Level 1) in English (applicants without a Level 1 qualification in English may still apply and can undertake a functional skills assessment as part of the recruitment process).
- Basic IT skills
- Relative experience in undertaking basic administrative duties.

Applicants should have good communication, organisational and customer care skills, with the ability to show patience and understanding. It would also be ideal for the applicant to have relevant experience in a teaching environment.

Salary for this post is Grade A commencing at £5,975 per annum.

For further information about the duties of the post and a copy of the job profile, interested persons should contact Elaine Benjamin, Head Teacher at Pilling Primary School on telephone number 22540 or e-mail: elaine.benjamin@primary.edu.sh.

Application forms, which are available from Corporate Human Resources and Education & Employment Directorate or on the SHG website at: www.sainthelena.gov.sh/vacancies should be submitted through Directors where applicable, to Sharina Williams, Human Resources Officer at Corporate Human Resources, the Castle, or email 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