



## VACANCY School Secretary (Prince Andrew School)

Do you enjoy working in a busy environment?

We are looking for a **School Secretary** for a **fixed-term** period until the **31 December 2020** to join our team at Prince Andrew School, to assist with the running of the school office and provide support to teaching staff and students alike.

### The following are essential...

- **GCSE in English & Maths** at grade C or above or equivalent  
*(Applicants without a Level 2 qualification in Maths and English may still apply and can undertake a functional skills assessment).*
- Intermediate **IT Skills** in Microsoft Applications
- Work experience in an **administrative role**
- Experience with **cash handling**
- Ability to **produce accurate** and **clear written communications**
- Ability to **work independently** and **as part of a team**

It would be an **advantage** to have experience working in an office environment.

**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.

**Please note that the successful applicant will need to be available for an immediate start.**

**Salary** for this post is in 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 **Penelope Bowers**, Head Teacher Prince Andrew School on telephone number **24290** or e-mail: [Penelope.bowers@princeandrew.edu.sh](mailto:Penelope.bowers@princeandrew.edu.sh)

**Application forms**, which are available from Corporate Human Resources and the Education & Employment 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 Monday, 28 September 2020**.

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**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.

