



PUBLIC NOTICE

VACANCY FOR ADMINISTRATION ASSISTANT (CHILDREN & ADULT SERVICES)

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

Some of the key tasks and responsibilities are:

- Responsible for the day-to-day general administrative duties of the section.
- Provide a first point of contact by receiving and addressing public and business enquiries from members of the public and visiting professionals either by telephone or in person.
- Responsible for managing and maintaining the Sections manual and electronic filing system including archived material ensuring that paper files are stored in relevant locations and readily accessible.
- Provide administrative and secretarial support for staff meetings, multi-agency and ad hoc meetings.

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 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 Ms Adele McMahon, Team Manager (Children's Services) on telephone number 23312 or e-mail: Adele.McMahon@sainthelena.gov.sh.

Application forms, which are available from Corporate Human Resources and Children & Adult Social Care Directorate, should be submitted through Directors where applicable, to Madonna Henry, Human

Resources Officer, The Castle or e-mail madonna.henry@sainthelena.gov.sh by no later than Monday, 18 November 2019.

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.

Children & Adult Social Care Directorate

4 November 2019

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