



# PUBLIC NOTICE

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## VACANCY SCHOOL SECRETARY – HARFORD PRIMARY

The Education & Employment Directorate is seeking to employ a highly motivated and organised person to fill the post of School Secretary within Harford Primary School.

Serving as the face of the school, you will be responsible to the Head Teacher for assisting in the running of the school office and giving support to teaching staff and students as required.

Some of the key tasks include:

- Provide a first point of contact by receiving and addressing visitor enquires by telephone or in person, redirecting enquires as considered appropriate;
- Undertake administrative duties which include collating and distributing information and correspondence to parents and staff;
- Provide secretarial support to meetings as directed by the Headteacher, which includes taking Minutes;
- Undertake various tasks in SIMs which include: entering student data as required, maintaining attendance data for students, exporting attendance, behaviour and achievement reports as required;
- Assist with school fundraising events and count, keep record and secure funds raised;
- Assist Deputy Headteacher with duties relating to the school library including issuing, cataloguing and cleaning of books;
- Assist with the supervision of pupils in the playground and on school visits as required.

Applicants must be in possession of a GCSE in English and Math's at Grade C or above (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), have work experience in an administrative role and cash handling. It would be an advantage to have experience working in an office environment.

The ideal candidate must be an effective team player, have good IT skills in Microsoft programmes, be able to produce accurate and clear written communication and the ability to apply objective judgement.

Salary for the post is at Grade B, £6,722 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 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.

For further details about the post and a full job description, interested persons can contact Mrs Carlean Crowie on telephone number 24719 or e-mail: [carlean.crowie@primary.edu.sh](mailto:carlean.crowie@primary.edu.sh)

Application forms are available from Corporate Human Resources and on the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies) and should be submitted through Directors, where applicable, to Madonna Henry, Human Resources Officer, The Castle or e-mail [madonna.henry@sainthelena.gov.sh](mailto:madonna.henry@sainthelena.gov.sh) by no later than 4pm on Tuesday, 21 January 2020.

*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.*

**Education & Employment Directorate**

**07 January 2020**