



**St Helena
Government**

VACANCY

RECEPTIONIST

(Central Support Service)

The Receptionist will be based at the St Helena Community College and will be the first point of contact for all visitors to the College providing receptionist duties ensuring a positive and professional environment for the reception point. In addition to answering the telephone, directing and screening calls as necessary, you will be required to welcome visitors, direct them to their correct destination, maintain an awareness of staff movements in and out of the site, monitor visitor access and maintain security awareness.

Applicants should have the following qualifications and/or equivalent level of experience:

- **Basic Literacy Skills (Functional Skills English Level 1 or Level 2) sufficient to carry out well defined, routine processes or equivalent level of experience**
- **Experience of providing great Customer Service, both in person and over the telephone**
- **Experience of working independently and as part of a team**

We offer the following:

Salary: £6,148 per annum Pro rata
Leave: 25 days per annum Pro rata
Paid Sickness Absence
Flexible working hours scheme
Training opportunities

Further information about the duties of the post, interested persons should contact:

Carol Henry, Head of Administration Support Service on telephone number 22470 or email: carol.henry@sainthelena.gov.sh

Job Profile and **Application forms** are available from:

Central Human Resources & Organisational Development or the SHG website at: www.sainthelena.gov.sh/vacancies. Applications should be submitted through Directors, where applicable, to Camilla Thomas, Trainee Human Resources Officer, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday 07 March 2023**.

To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered.

Please do not submit your CV.

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. 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.

Benefits are subject to change and may only apply to certain roles.