



**St Helena
Government**

VACANCY

School Support Assistant (PAS) (within Education, Skills & Employment Portfolio)

This diverse role will give you the opportunity to be a part and contribute to a small, but busy team providing administrative support to ensure the smooth running of Prince Andrew School and to deliver a high quality, customer focused service.

We are seeking an individual who has excellent interpersonal skills and able to communicate effectively and professionally and able to work on own initiative without constant supervision to meet the busy demands of the service.

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 working independently and as part of a team.**
- **Excellent customer care skills and able to deal with customers from diverse background either by telephone or in person.**

We offer the following:

Salary: £6,148 per annum

Leave: 25 days per annum (to be taken in school holidays)

Pension: 15% pension contribution into approved defined contribution pension scheme

Paid Sickness Absence

Further information about the duties of the post and a copy of the job profile, interested persons should contact:

Penelope Bowers, Head - Prince Andrew School on telephone number 24290 or email: penelope.bowers@princeandrew.edu.sh

To access the **Job Profile** and **Application forms** online visit www.sainthelena.gov.sh/government/vacancies or alternatively, both are available from: Central Human Resources & Organisational Development. Applications should be submitted through Directors, where applicable, to Anya Richards, Human Resources Officer, the Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Wednesday, 29 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.