

Join us!
We are recruiting...



**St Helena
Government**

Assistant Caretaker Prince Andrew School (£7,341 per annum)

We're looking for an experienced person to support and ensure the management, maintenance, safety and security of the whole premises of Prince Andrew School, including Francis Plain playing field, so that it is kept in good condition for use by the school population and the wider community of St Helena. You'll have experience and ability to carry out maintenance work, and be part of a team ensuring the school is maintained in a safe way.

Enquiries: Mr Stuart Leo on 24290
Closing date: 18 July 2023

Dental Receptionist (Fixed Term until 9 August 2024) (£7,341 per annum)

This frontline role is essential to the critical smooth running of the Dental Clinic. You'll provide support to the Dental Team by being the first point of contact, providing all aspects of reception duties including meeting & greeting patients, answering the telephone, collecting and filing dental records, dealing with enquiries and booking appointments. Cashier duties include taking payment for dental treatments, issuing receipts and depositing cash.

If you have experience of reception and administrative work, and a friendly and welcoming disposition, we'd love to hear from you.

Enquiries: Charmaine Buckley-Thomas on 25387
Closing date: 18 July 2023

Benefits

Leave – 25/30 days leave per annum, according to grade, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

To access job profiles and application forms online, visit www.sainthelena.gov.sh/government/vacancies Alternatively, these are available in paper format from Central Human Resources and Organisational Development at The Castle, Jamestown. Please read and check that you meet the essential criteria in the job profile before submitting your application.

For further information, please contact the recruitment team on telephone number **22470** or via the email address below. Applications should be submitted to the Human Resources Officer by email recruitment@sainthelena.gov.sh or paper copies delivered to the Human Resources Officer by the closing date.

To be considered for our vacancies, you must complete our application form. Please do not submit your CV.