

# Join us!

## We are recruiting...



**St Helena  
Government**

### Casual Workers – Social Care (Rate of Pay: £4.37 per hour)

Social Care is seeking to recruit Casual Workers to provide quality care and support to those in care. You will be required to communicate and interact fully with both adults and children to ensure their protection and promote their welfare.

Please note that as Casual Workers you will only be entitled to receive payment for the hours worked. Annual leave etc. will not apply. Contact us for more information and a discussion.

**Enquiries:** Rosalie Brown (Head of Social Care – (SD) Tel: 23312  
Martin Greenhalgh (at CCC) Tel: 23090  
Nicole Hercules (at Piccolo Hill) Tel: 25936  
Hannah Herne (at Sheltered Housing) Tel: 25798  
Kelly Hopkins (at Ebony View) Tel: 23343  
Annabel Phillips (Children Residential Home) Tel: 24386

### Deputy Community Care Centre Residential Manager (£15,033 per annum)

Social Care is seeking to recruit a Deputy Community Care Centre Residential Manager (D-CCCRM). Working with the Community Care Centre Residential Manager, the D-CCCRM will ensure residents' care and wellbeing is at the heart of everything done at the CCC and that the level of care offered goes beyond just professional standards and statutory, regulatory and legal requirements. This is an opportunity for an individual, who can think creatively, enjoys developing skills and practice within others, and is able to develop ideas. We are looking for a passionate and caring individual with good interpersonal skills and experience of practice in a social care setting with older people. Contact us for more information and a discussion.

**Enquiries:** Martin Greenhalgh  
Email: [martin.greenhalgh@sainthelena.gov.sh](mailto:martin.greenhalgh@sainthelena.gov.sh)

**Closing Date:** 30 September 2024

### Senior Care Assistant (Ebony View) (£10,167 per annum)

Social Care is seeking to recruit a Senior Care Assistant to work under the direction of the Learning Disability & Residential Manager, to deliver care and well-being to service users in accordance with the individuals Care Plan and Unit procedures and guidelines. We are looking for an individual with good interpersonal skills and experience in working with challenging behaviour in a care setting. Contact us for more information and a discussion.

**Enquiries:** Kelly Hopkins on Tel No 23343 or Email  
[kelly.hopkins@sainthelena.gov.sh](mailto:kelly.hopkins@sainthelena.gov.sh)

**Closing Date:** 30 September 2024

### Benefits

**Leave** – 30 days leave per annum, 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](http://www.sainthelena.gov.sh/government/vacancies) Alternatively, these are available in paper format from Central Human Resources and Organisational Development at The Castle, Jamestown.

For further information, please contact the recruitment team on telephone number **22470** or via the email address below.

Applications should be submitted through the Director/Line Manager (where applicable) to the Human Resources Officer by email [recruitment@sainthelena.gov.sh](mailto: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.*

SHG positively accepts applications from all members of the community, regardless of age, gender, disability, age, sexual orientation, religion or belief and will consider all applications on the basis of merit assessed against the role profile and person specification. All appointments are subject to the successful candidate providing satisfactory clearances, which include a medical check, vetting / DBS clearance and references. SHG reserves the right to have information provided on or with the application independently verified. Benefits are subject to change and may vary according to role.

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### Community Nurse (£12,049 per annum)

The Community Nurse will help to improve the lives of all within our community and help the island thrive by working within the community either at the District Clinics or in the patient's home. Deliver Nursing Care as part of a team. Supporting the Community Nursing Sister in the delivery of an efficient/effective nursing service and has responsibility for assessment, planning, delivery and evaluation of care. Management of a caseload of patients under the direction of the Sister or Chief Nursing Officer. Contact us for more information and a discussion.

**Enquiries:** Jackie Henry on Tel No. 22500 or Email  
[jackie.henry@sainthelena.edu.sh](mailto:jackie.henry@sainthelena.edu.sh)

**Closing date:** 25 September 2024

### Independent Living Support Worker (Piccolo Hill) (6 month Fixed Term - £7,960 per annum pro rata)

Are you able to provide one-to-one support to enable an individual with learning difficulties to live independently in their own home in the Longwood area? Would you be able to assist the individual in developing their skills so that they can live a full, active and independent life whilst being safe? If so, this important role could be for you. You will be required to develop a supportive relationship, rather than providing a caring role, with the individual; supporting them to engage in their preferred interests and activities, decision making and independence over their own life. Why not contact us for further information about the duties of the role.

**Enquiries:** Nicole Hercules on Tel No: 25936 or Email  
[piccolo.hill@helanta.co.sh](mailto:piccolo.hill@helanta.co.sh)

**Closing Date:** 07 October 2024

### Humanities/English Teacher (Permanent) (£11,520 - £18,902 per annum) depending on qualifications & experience

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become an English teacher in PAS. You will be responsible for planning, preparing and effectively delivering programmes of study in the specific subject(s) to a designated class(es) to cater for all abilities of students. You must have the required qualifications, be committed to safeguarding and promoting the welfare of young people, have good communication skills and be able to interact with students, parents and colleagues. Contact us for more information and a discussion.

**Enquiries:** Isabel Andrews on Tel No. 24290 or Email  
[isabel.andrews@sainthelena.edu.sh](mailto:isabel.andrews@sainthelena.edu.sh)

**Closing date:** 01 October 2024

### Benefits

**Leave** – 30 days leave per annum, plus public holidays

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

**Training and Development**

**Paid sickness absence**

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### **Auxiliary Worker – Pilling Primary (1 Year Fixed Term - £7,280 per annum)**

You will be responsible for the supervision of pupils during break and lunch including conducting the duties of a Lollipop person before and after school and supervising nursery pupils being transported home at mid-day. You will deputise in the absence of the School Secretary including reception and conduct clerical duties as required. You will also assist staff with tasks such as, cleaning and preparing lesson resources, preparing wallboards for display work, general tidying of lesson resources and any other similar auxiliary duties that the Head Teacher of the school may require from time to time. Contact us for more information and a discussion

Enquiries: Elaine Benjamin on Tel No. 22540 or Email:  
[elaine.benjamin@primary.edu.sh](mailto:elaine.benjamin@primary.edu.sh)

Closing date: 01 October 2024

### **Senior Human Resources Assistant (£9,781 per annum)**

Here is a great opportunity to start your career in HR! Central Human Resources is seeking to recruit a motivated and enthusiastic individual to join our HR Transactional team. In this post, you will be responsible for undertaking a range of HR transactional processes to ensure the delivery of a high quality HR service. Key areas include recruitment and selection, processing of leavers, contractual changes and providing advice on employment related policies and procedures. Contact us for more information and a discussion.

Enquiries: Sharnell Benjamin on Tel No 22470 or Email  
[Sharnell.benjamin@sainthelena.gov.sh](mailto:Sharnell.benjamin@sainthelena.gov.sh)

Closing date: 24 September 2024

### **Human Resources Support Officer (£7,960 per annum)**

Do you have a flair for figures with good attention to detail and is proficient in Microsoft excel? If so come and join our HR team in the role of Human Resources Support Officer where you will be responsible for undertaking a range of financial and administration duties. This includes setting up and maintaining spreadsheets and producing accurate payroll data. This will be a good opportunity for you to contribute to capturing HR data to support the efficient running of HR. Contact us for more information and a discussion.

Enquiries: Clare O'Dean on Tel No 22470 or Email  
[Clare.odean@sainthelena.gov.sh](mailto:Clare.odean@sainthelena.gov.sh)

Closing Date: 24 September 2024

### **Benefits**

**Leave** – 30 days leave per annum, plus public holidays

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

### **Training and Development**

### **Paid sickness absence**

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