

Join us!

We are recruiting...



St Helena
Government

Teacher (St Paul's Primary) (£11,520 - £18,902 per annum)

Are you passionate about our young children's education and holistic life? If so, we are seeking to recruit a Teacher to share their expertise and passion in order to teach our pupils to achieve the best possible standard of education. This will mean the ability to cater for all abilities and needs in the classroom. This position requires you to be responsible for the planning, preparation and effective delivering of programmes of study to designated class(es). The individual needs to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have good, communication skills to be able to communicate effectively with students, parents and colleagues.

Enquiries: Patricia Williams Tel No. 24737 or
Email: patricia.williams@primary.edu.sh
Closing date: 05 November 2024

Fire Fighter (£9,711 per annum)

The St Helena Fire & Rescue Service has an opportunity for you to join their team as Fire Fighter. Within this role you will protect and save people and property from fire and other hazards, reduce risk and provide humanitarian services in the most competent and effective manner.

Contact us for more information and a discussion
Enquiries: Jason Lawrence on Tel No. 23344 or
Email: stno.fire@helanta.co.sh
Closing date: 05 November 2024

Trainee Dental Nurse (£9,781 per annum)

The Dental team has an exciting opportunity for you to join their team as a Trainee Dental Nurse who will be responsible for working closely with clinicians to assist in providing care for patients and provide appropriate support and administrative assistance (manual and computer). Once qualified he/she will work independently under the clinical supervision of the Dentist/Dental Therapist. Contact us for more information and a discussion.

Enquiries: Charmaine Buckley-Thomas on Tel No. 25387 or
Email: charmaine.buckley@sainthelena.gov.sh
Closing date: 13 November 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/governments/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 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.

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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

Closing date: 08 November 2024

Head of Economic Development Policy (£30,256 - £36,244 per annum based on experience)

The Economic Development Portfolio is seeking to recruit a Head of Economic Development Policy to be responsible for drafting and implementing policies that ensure the Sustainable Economic Development Strategy (SEDS), Digital Strategy, Tourism Recovery Strategy, and Investment Strategy are delivered. The post holder will be key in delivering the vision of the SEDS: creating an enabling environment that allows people and businesses to thrive, preserving what makes St Helena unique, and improving how SHG delivers as a government. Heads of Service are integral to supporting the overall financial resilience of the Public Service and have a responsibility to ensure value for money and return in investment within their Service and across the Public Service as a whole. You will be required to have experience in working within an economic development field and experience in writing and implementing policy and strategy. Strong leadership is essential as well as experience in managing and leading a high performing team. Contact us for further information and a copy of the full job profile.

Enquiries: Damian Burns on Tel No. 22470 or
Email: Damian.burns@sainthelena.gov.sh

Closing date: 08 November 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

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Casual Workers – Social Care

Rate of Pay: £4.46 per hour
(Available for local interest only)

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 (Community Care Centre) Tel: 23090
Nicole Hercules (Piccolo Hill) Tel: 25936
Hannah Herne (Sheltered Housing) Tel: 25798
Kelly Hopkins (Ebony View) Tel: 23343
Annabel Phillips (Children Residential Home) Tel: 24386

Handyman/Driver

(£7,960 per annum) (fixed term – 6 months)
(Available for local interest only)

The Health & Social Care Portfolio is currently seeking to recruit a Handyman Driver who will be responsible for the upkeep and maintenance of the CCC premises and will have a vital role to play in making the environment safe and comfortable. You will also be required to perform driving duties to support the smooth running of the Environment. Contact us for more information and a discussion

Enquiries: Martin Greenhalgh on Tel: 23090 or
Email: martin.greenhalgh@sainthelena.gov.sh
Closing date: 15 November 2024

Cook (CCC)

(£7,960 per annum)

Do you enjoy cooking? Are you able to cook quality nutritious, appetising and well-presented meals and bakes for large numbers of people? If so, the Community Care Centre is seeking to recruit a Cook to provide these meals for all their residents, including Patients at the Hospital and other services within Health & Social Care in line with assured safe catering practices and ensure the maintenance of an organised, hygienic kitchen.

Enquiries: Martin Greenhalgh Tel: 23090
Email: martin.greenhalgh@sainthelena.gov.sh
Closing Date: 15 November 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

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Senior Support Worker – Sheltered Housing (£11,713 per annum)

We are seeking to recruit a Senior Support Worker with a good sense of responsibility and commitment, for providing assistance to individuals within Sheltered Accommodation that encourages them to live independently. Contact us for more information and a discussion.

Enquiries: Hannah Herne on 23230 or 23151 or
Email hannah.herne@sainthelena.gov.sh

Closing date: 05 November 2024.

Care Assistant (Ebony View) (£8,113 per annum)

Are you a caring and compassionate person and like to work with elderly frail people? Would you have the ability to provide high quality, holistic care directly to frail older people in full time residential and day care, in the Community Care Centre (CCC) enabling them to live full and active lives whilst being as safe as possible? If so, this could be the job for you!!

Contact us for more information and to arrange a discussion.

Enquiries: Kelly Hopkins on Tel: 23343
Email kelly.hopkins@sainthelena.gov.sh

Closing date: 11 November 2024.

Independent Living Support Worker (Piccolo Hill) (6 month Fixed Term - £7,960 per annum pro rata) (Casual Workers - £4.46 per hour) (Available for local interest only)

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.

Contact us for further information and a discussion.

Enquiries: Nicole Hercules on Tel No: 25936 or
Email: piccolo.hill@helanta.co.sh

Closing Date: 08 November 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

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We are recruiting...



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Fixed Term General Teaching Assistant (St Paul's Primary) (£8,419 - £8,725 per annum)

Do you have a passion for Education? We are looking to recruit a Teaching Assistant to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. The individual needs to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have good communication skills to be able to communicate between students, parents and colleagues. Contact us for more information and a discussion.

Enquiries: **Patricia Williams on Tel No 24737 or Email**
Patricia.Williams@primary.edu.sh

Closing date: **12 November 2024**

Fixed Term 1:1 Teaching Assistants (St Paul's Primary) (£8,419 - £8,725 per annum)

Do you have a passion for Education? We are looking to recruit a Teaching Assistant to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. The individual needs to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have good communication skills to be able to communicate between students, parents and colleagues. Contact us for more information and a discussion.

Enquiries: **Patricia Williams on Tel No 24737 or Email**
Patricia.Williams@primary.edu.sh

Closing date: **12 November 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

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Support Workers (Children’s Residential Home) (Casual - £5.69 per hour) (Available for local interest only)

Are you able to provide high quality of care and support which meets the physical, emotional, intellectual, social and cultural needs of children and young people within the care setting? Do you have the ability to provide assistance and support on a 1:1 basis to enable young people to address past and present difficulties? If so, the Children’s Residential Home has a vacancies for fixed term and Casual Support Workers to join their small team.

If you feel this could be the role for you, why not contact us for further information about the duties of the role.

Enquiries: **Annabel Phillips on Tel No: 24386**
 Email: Annabel.Phillips@sainthelena.gov.sh
 Closing Date: **11 November 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. Keys 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: **Sharina Williams on Tel No 22470 or Email**
sharina.williams@sainthelena.gov.sh
 Closing date: **13 November 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

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