

# Join us!

## We are recruiting...



**St Helena  
Government**

### Deputy Manager (Deasons & Cape Villa) (£13,861 per annum)

This is an opportunity for a caring and passionate individual who can think creatively, has a positive attitude towards challenge, is flexible, enjoys developing skills and practice within others, and is able to think and develop ideas. The Deputy Manager will support the provision of a high quality health and social care service to all service users. This involves assistance with overseeing and managing the day-to-day operations of Deasons and Cape Villa and any maintenance and/or emergency situations that may arise.

**Enquiries:** Hannah Herne on 23230 or 23151 or Email  
[hannah.herne@sainthelena.gov.sh](mailto:hannah.herne@sainthelena.gov.sh)

**Closing date:** 31 January 2025

### 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.

Contact us for more information and a discussion.

**Enquiries:** Patricia Williams Tel No. 24737 or Email  
[patricia.williams@sainthelena.edu.sh](mailto:patricia.williams@sainthelena.edu.sh)

**Closing date:** 17 January 2025

### 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@sainthelena.edu.sh](mailto:patricia.williams@sainthelena.edu.sh)

**Closing date:** 23 January 2025

### 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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### Science Laboratory Technician

**(£9,197 per annum)**

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become a Science Laboratory Technician in PAS. The post holder is required to service the science laboratories, prep rooms and chemical store at Prince Andrew School including the laboratory at the Harpers Agricultural Centre and make available equipment and related materials required for science lessons. Contact us for more information and a discussion.

**Enquiries:** Dion Yon on Tel No. 24290 or  
Email: [dion.yon@sainthelena.edu.sh](mailto:dion.yon@sainthelena.edu.sh)

**Closing date:** 23 January 2025

### Dental Receptionist (Fixed term until 09

**December 2025)**

**(£7,960 per annum)**

The Dental Department is seeking to recruit a personable Dental Receptionist who cares about providing excellent care to patients in the practice or by telephone. You will have all the attributes required to provide a high-quality service to patients and understand the support the team needs, including good telephone etiquette, organizational skills and customer service skills. Contact us for more information and a discussion.

**Enquiries:** Charmaine Buckley-Thomas on Tel No. 25387 or  
Email: [charmaine.buckley@sainthelena.gov.sh](mailto:charmaine.buckley@sainthelena.gov.sh)

**Closing date:** 22 January 2025

### Emergency Medical Technician

**(£14,585 per annum)**

The Emergency Medical Technician is responsible for the provision of an effective emergency service under the direction of the paramedic team or other senior qualified practitioner, working unsocial hours and supporting on-call duties to provide a 24/7 response. Working independently when not under direct supervision and managing the Emergency department as the lead clinician until relieved by a Senior/Sister. Ensuring that every patient contact counts by providing a high standard of care, promoting well-being, providing lifestyle advice, and making referrals to other health and social care professionals, when appropriate. Contact us for more information and a discussion.

**Enquiries:** Michael Gaga Hale on Tel no. 22500 or  
Email: [michael.gaga-hale@sainthelena.gov.sh](mailto:michael.gaga-hale@sainthelena.gov.sh)

**Closing date:** 22 January 2025

### 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**

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

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**Enquiries:** (St Pauls) **Patricia Williams on Tel No 24737 or Email [patricia.williams@sainthelena.edu.sh](mailto:patricia.williams@sainthelena.edu.sh)** (Pilling) **Elaine Benjamin on Tel No 22540 or Email [elaine.benjamin@primary.edu.sh](mailto:elaine.benjamin@primary.edu.sh)**

**Closing date:** 23 January 2025

## **Receptionist (Casual) (£4.00 per hour)**

The Receptionist will be based at the Jamestown General Hospital and will be the first point of contact for all visitors to the Hospital 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. Contact us for more information and a discussion.

**Enquiries:** **Helen Lawrence on Tel No 22500 or Email [helen.lawrence@sainthelena.gov.sh](mailto:helen.lawrence@sainthelena.gov.sh)**

**Closing date:** 22 January 2025

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

We are looking for a highly motivated individual to undertake a range of HR transactional processes and deliver a high quality HR service. You will be required to provide administration duties in connection with recruitment and selection, processing of leavers and contractual changes in accordance with employment related policies and procedures. This is a great opportunity to start your career in HR if you are a motivated, self-starter who has a passion for delivering great customer service and administration. Contact us for more information and a discussion

**Enquiries:** **Sharina Williams on 22470 or Email [sharina.williams@sainthelena.gov.sh](mailto:sharina.williams@sainthelena.gov.sh)**

**Closing date:** 22 January 2025

## **Benefits**

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

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**Training and Development**

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### Care Assistant/Support Workers (Social Care) Fixed - Term Contracts or Casuals (£8,113 per annum) (Available for local interest)

Are you interested in providing care and well-being of clients within the Learning Disabilities units, providing high quality, holistic care directly to frail older people in full time residential and day care, or enabling them to live as full and active life as possible? If so, Social Care is seeking support in all of the areas of care; Ebony View, Cape Villa, Deasons or Piccolo Hill. Why not join our team and help make a difference to the lives of our clients.

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)  
Hannah Herne on Tel nos. Cape Villa- 23230  
Deasons Centre-23151  
Email: [Hannah.herne@sainthelena.gov.sh](mailto:Hannah.herne@sainthelena.gov.sh)  
Nicole Hercules on Tel no. 25936  
Email: [piccolo.hill@helanta.co.sh](mailto:piccolo.hill@helanta.co.sh)

**Closing date:** 31 January 2025

### 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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