

Join us!

We are recruiting...



**St Helena
Government**

Healthcare Assistant (£7,960 per annum)

The Health and Social Care Portfolio is looking to recruit a highly motivated individual with a caring and empathetic nature to support our Nursing team in providing direct patient care in a highly pressured working environment. The role involves assisting nursing staff with primary patient care, able to work shifts, be flexible when needed to cover shifts, assisting nurses in any ward emergencies, carry out patient care duties, help with patients meals. Good verbal and written communication skills with a keen eye for detail and accuracy is essential for this role. Contact us for more information and a discussion

Enquiries: Erika Bowers on Tel No. 22500 or Email
erika.bowers@sainthelena.gov.sh

Closing Date: 11 June 2025

Shortlisting Date: 16 June 2025

Interview Date: 23 June 2025

Cover Supervisor (St Helena Secondary School) (£10,361 per annum)

Within the role of Cover Supervisor you will be required to provide effective and efficient support to the school in organising and undertaking cover for absent colleagues. In addition where applicable, be also involved in planning, teaching and assessing students in designated subject areas. Contact us for more information and a discussion.

Enquiries: Isabel Andrews on Tel No. 24290 or Email
isabel.andrews@sainthelena.edu.sh

Closing date: 12 June 2025

Shortlisting date: 16 June 2025

Interview date: 25 June 2025

School Secretary (Permanent) (£7,960 per annum)

Do you have a passion for Education? The Education, Skills and Employment portfolio are looking to recruit a School Secretary in SPPS. The individual will play a key role in managing all administrative tasks related to the school, its staff, and pupils, ensuring that everything runs efficiently and effectively. In addition to administrative responsibilities. Contact us for more information and a discussion.

Enquiries: Patricia Williams on Tel No. 24737 or Email
patricia.williams@sainthelena.edu.sh

Closing date: 20 June 2025

Shortlisting date: 25 June 2025

Interview date: 04 July 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 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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School Secretary (Pilling Primary)

(£7,960 per annum)

(Fixed –Term until August 2026)

Do you have a passion for Education? We are looking to recruit a School Secretary to provide a first point of contact by receiving and addressing visitor enquires by telephone or in person, redirecting enquires as considered appropriate. You will have to undertake administrative duties which include collating and distributing information and correspondence to parents and staff.

Contact us for more information and a discussion

Enquiries: Elaine Benjamin on Tel No. 22640 or Email elaine.benjamin@sainthelena.edu.sh

Closing date: 13 June 2025

Shortlisting date: 18 June 2025

Interview date: 27 June 2025

Fuel Infrastructure Project (FIP) Maintenance Worker

(£8,878 per annum)

(Fixed Term Contract until October 2026)

The Fuel Infrastructure Project within the Programme Management Office is seeking a Maintenance Worker. In this role, the Maintenance Worker will be required to work to the FIP's fuel facilities preservation and maintenance programme and keep accurate records of all preservation maintenance work. You will also be required to take responsibility for site maintenance, particularly relating to the SHAP fuel systems in Rupert's and at the Airport. From time to time this may involve work in other parts of the Airport Development Area.

If you are interested, please contact us for more information and a discussion.

Enquiries: Darrell Clingham on Tel No. 22289 or Email darrellclingham.fip@helanta.co.sh

Closing date: 13 June 2025

Shortlisting date: 18 June 2025

Interview date: 26 June 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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Receptionist/Hospital Support Officer (£7,280 per annum)

Based at the Jamestown General Hospital, the Receptionist will work on a shift basis and be the first point of contact for all visitors 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

Closing date: 18 June 2025

Shortlisting date: 23 June 2025

Interview date: 30 June 2025

English Teacher (Permanent) (£13,344 - £19,788 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 an English teacher in SHSS. 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

Closing date: 18 June 2025

Shortlisting date: 23 June 2025

Interview date: 10 July 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 Alternatively, these are available in paper format from Central Human Resources and Organisational Development at The Castle, Jamestown.

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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.