

# Join us!

## We are recruiting...



**St Helena  
Government**

### 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; provide 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:** 18 June 2025

**Shortlisting date:** 23 June 2025

**Interview date:** 30 June 2025

### Mechanic (Fixed term – 2 years) (£9,781 per annum)

The Transport Division is seeking to recruit a Mechanic to join their team. If you are a motivated individual who has the ability to work independently when required and have a sound knowledge of practical mechanics and diagnostics with good attention to detail this could be a good opportunity for you. The role requires you to be fully conversant in applying health and safety procedures to guarantee the safety of employees and products/services ensuring that the vehicles and heavy plant equipment are maintained in a safe operational condition.

Contact us for more information and a discussion.

**Enquiries:** Theodore Fowler on Tel No 23643 or Email  
[Garage.Manager@helanta.co.sh](mailto:Garage.Manager@helanta.co.sh)

**Closing date:** 25 June 2025

**Shortlisting date:** 30 June 2025

**Interview date:** 08 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](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.*

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## Head of Health & Safety (£30,256 per annum)

As Head of Health and Safety for the Public Service, the role is accountable for updating and implementing Health and Safety (H&S) across the St Helena Public/Civil Service. Ensuring the SHG H&S policies, legislation, and procedures are fit for purpose, adhere to our obligations, and local laws. The person will proactively advise the Public Service on how to protect the health, safety and welfare of all employees in the workplace. This is a new role and the person must have significant experience on health and safety matters, implementing change from strategic to operational levels in diverse business environments. The post holder will ensure that health and safety is delivered in a clear, pragmatic and achievable manner for over 800 personnel across all business streams.

Contact us for more information and a discussion.

**Enquiries:** Alex Mitham on Tel No 25870 or Email [alex-richard.mitham@sainthelena.gov.sh](mailto:alex-richard.mitham@sainthelena.gov.sh)

**Closing date:** 25 June 2025

**Shortlisting date:** 30 June 2025

**Interview date:** 14 July 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](mailto: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

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## We are recruiting...



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

**Closing date:** 20 June 2025

**Shortlisting date:** 25 June 2025

**Interview date:** 04 July 2025

### 1:1 Teaching Assistant (St Helena Secondary School) (£8,419 per annum)

Do you have a passion for Education? We are seeking 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:** Carolyn Yon on Tel No 24290 or Email:  
[carolyn.yon@sainthelena.edu.sh](mailto:carolyn.yon@sainthelena.edu.sh)

**Closing date:** 27 June 2025

**Shortlisting date:** 02 July 2025

**Interview date:** 11 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

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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.

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## We are recruiting...



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### Fixed Term 1:1 Teaching Assistants/Support Assistants (St Paul's Primary)

### General Teaching Assistant (St Paul's Primary) Fixed Term (1 until Jan 2026 & 2 until Aug 2026)

(£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 Tel no's 24737 or Email [patricia.williams@sainthelena.edu.sh](mailto:patricia.williams@sainthelena.edu.sh)

**Closing date:** 27 June 2025

**Shortlisting date:** 02 July 2025

**Interview date:** Week Commencing 14 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

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

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