

Join us!

We are recruiting...



**St Helena
Government**

Senior Care Assistant (Ebony View)

(£11,935 per annum)

(Available for local interest only)

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: 11 July 2025

Shortlisting date: 16 July 2025

Interview date: 22 July 2025

School Secretary (St Paul's)

(£10,088 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, you will be the first point of contact by receiving and addressing visitor enquires by telephone or in person, redirecting enquires as considered appropriate, and you will have to undertake administrative duties which include collating, distributing information and correspondence to parents and staff. You will be assisting with getting the school ready for the reorganisation in September 2026, bringing in a new era within the Education Portfolio.

Contact us for more information and a discussion.

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

Closing date: 17 July 2025

Shortlisting date: 22 July 2025

Interview date: 30 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/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.

The St Helena Public Service welcomes all applications from across our whole community, including our St Helenian diaspora wishing to return to St Helena. If you are a St Helenian currently living and working overseas, please contact us at recruitment@sainthelena.gov.sh to discuss how we can support you.

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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Senior Support Worker (Sheltered Housing) (£13,260 per annum) (Available for local interest only)

Social Care is seeking to recruit a Senior Support Worker to work under the direction of the Sheltered Accommodation & Home Care Manager, for the provision of quality health and social care support for tenants requiring ancillary/on hand supervision at the sheltered accommodation sites, and to support tenants with independently managing their own household and life in a person centred, empowering and positive manner in the safest environment possible. This will involve overseeing and managing the day to day operations of the sheltered site and any maintenance and/or emergency situations that may arise.

Contact us for more information and a discussion.

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

Closing Date: 18 July 2025

Shortlisting date: 23 July 2025

Interview date: 30 July 2025

Care Assistants (Ebony View) (£10,213 per annum) (Available for local interest only)

Are you interested in the well-being of clients within the Learning Disabilities units, encouraging independence and providing high quality, holistic care? If so, Ebony View has an opportunity for you to join their team as a Care Assistant.

Contact us for more information and a discussion.

Enquiries: Kelly Hopkins on Tel No 23343 or Email kelly.hopkins@sainthelena.gov.sh

Closing date: 18 July 2025

Shortlisting date: 23 July 2025

Interview date: 4 August 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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School Support Officer (St Helena Secondary School) **(£11,604 per annum)**

The Education, Skills and Employment portfolio is seeking to recruit a School Support Officer. This diverse role will give you the opportunity to be a part of a small, but busy team providing administrative support to ensure the smooth running of St Helena Secondary School and to deliver a high quality, customer focused service. The individual must be confident in using ICT systems including Management Information Systems and MS Office, has experience of working with budget and finance, demonstrates attention to detail and works methodically, and have excellent organisational skills to meet the busy demands of the service.

Contact us for more information and a discussion.

Enquiries: Phil Toal & Isabel Andrews on Tel No 24290 or Email
isabel.andrews@sainthelena.edu.sh
phil.toal@sainthelena.gov.sh

Closing date: 18 July 2025

Shortlisting date: 23 July 2025

Interview date: 31 July 2025

School Secretary (Pilling Primary) **(£10,088 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. The individual will also be assisting with playground duties, accompanying children when needed on school outings and will also include assisting with Lollipop duties outside the school gate when necessary.

Contact us for more information and a discussion

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

Closing date: 21 July 2025

Shortlist date: 24 July 2025

Interview date: 30 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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Learning Disability & Residential Manager (£16,248 per annum)

The Health & Social Care Portfolio is seeking to recruit a Learning Disability & Residential Manager for Ebony View, to improve the lives of people with learning disabilities and for managing the residential service. This will involve overseeing the day-to-day operations of the team to ensure efficient and effective use of resources and that the quality of care provided to service users meets the required standards. The post holder will be a strong advocate for people with complex learning needs and ensure that the residential service is delivered to high standards at all times.

Contact us for more information and a discussion

Enquiries: Gavin Thomas on 22920 or Email
gavin.thomas@sainthelena.gov.sh

Closing date: 21 July 2025

Shortlisting date: 24 July 2025

Interview date: 31 July 2025

Senior Administration Team Leader (£16,248 per annum)

The Senior Administration Team Leader will lead the day-to-day delivery of the Administration Support Service, ensuring all administrative activities are carried out efficiently and effectively in supporting Portfolios. Based in the Central Support Service yet peripatetic across the Portfolios, provide leadership, champion efficiencies, ensure appropriate resourcing is available to Portfolios and ensure continuous improvement and the positive development of administrative services to meet the changing needs of a modern Public Service.

Contact us for more information and a discussion.

Enquiries: Carol Henry on Tel No 22470 or
Email: carol.henry@sainthelena.gov.sh

Closing date: 16 July 2025

Shortlisting date: 21 July 2025

Interview date: 05 August 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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Trainee Dental Nurse (£11,091 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. The successful applicant will start on the training grade for this post on £11,091 per annum progressing to £11,604 on successful completion of the Online National Diploma in Dental Nursing course.

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: 16 July 2025
Shortlisting date: 21 July 2025
Interview date: 31 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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