

St Joseph School (Senior Section) Sliema

## **CALL FOR APPLICATIONS FOR THE POST OF PART-TIME SCHOOL SECRETARY**

*St Joseph School, Sliema would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Joseph School, Sliema adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.*

*Nomenclatures denoting the male gender include also the female gender.*

### **1.0 Introduction**

1.1 The Head at St Joseph School (Senior Section), Sliema invites applications for the post of part-time School Secretary.

### **2.0 Terms and Conditions**

2.1 This appointment is subject to a probationary period of six (6) months, is on part-time (indefinite) basis and is subject to all applicable rules and regulations, particularly those established in the Church Schools Sector and St Joseph School (Senior Section), Sliema.

2.2 The part-time School Secretary is expected to work a thirty-hour (30) week basis. The hours of work shall be those agreed between the Head of School and the Secretary from time to time.

2.4 All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

### **3.0 Duties and Responsibilities**

3.1 The duties and responsibilities of the selected candidate shall include to:

- provide secretarial and clerical support to school staff;
- inform the Head of School regularly regarding current workload, deadlines, problems encountered and developments of activities undertaken;
- answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals;

- arrange meetings, and reservations as required;
- complete forms in accordance with procedures;
- compose, type, and distribute meeting notes, routine correspondence, and reports;
- locate and attach appropriate files to incoming correspondence requiring replies;
- mail memos, agendas, educational material, and other information;
- maintain scheduling and event calendars;
- make copies of correspondence and other printed material;
- open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters;
- assist in the maintenance of the school's records management systems in particular the tracking and filing of files, memos reports and other material;
- take dictation and transcribe information whenever this is required;
- conduct searches to find needed information, using such sources as the Internet;
- learn to operate new office technologies as they are developed and implemented;
- operate electronic mail systems and coordinate the flow of information both internally and with other organisations;
- operate office equipment such as copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications;
- dealing with general public enquiries and referring all complex and sensitive enquiries to the appropriate personnel.
- compile basic reports such as statistical data or related content as required by the Senior Management Team (SMT);
- registration/distribution of incoming and outgoing mail as well as file movements;
- making use of department/section IT systems and/or databases as well as handling email correspondence;
- answering general queries and FAQs from the general public and internal clients in accordance with well-defined regulations, guidelines, instructions and general practices, under the supervision of the SMT;
- handling amounts of cash such as petty cash or fees relating to routine services;
- assuming responsibility for public counters or reception desks when required;
- being familiar with regulations related to schools, their employees and employment law;
- acquiring office supplies and arranging service and support to equipment;

- performing any other duties according to the exigencies of the School as directed by the Head of School or his/her delegate.

3.2 The selected candidate is obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work. For this purpose, opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.

#### **4.0 Eligibility Requirements**

4.1 By the closing date and time for the receipt of applications, applicants must be:

(i) (a) citizens of Malta, **OR**

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **OR**

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **OR**

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **OR**

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations; 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; **OR**

(f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and

Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in Maltese and English;
- (iii) of conduct which is appropriate to the post applied for. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application;
- (iv) in possession of either:
  - (i) (a) a certificate in Administrative and Secretarial Studies issued by MCAST or an appropriate comparable qualification; **OR**
  - (b) a Secondary Education Certificate showing passes in at least five (5) subjects, including Maltese, English Language and Mathematics at Ordinary Level (Grades 1-5) and two (2) passes in Advanced Matriculation Level or equivalent, which may include any of the five (5) passes offered at Ordinary Level.
- (ii) The ECDL or ICDL certificate or equivalent.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications concerned by the date of the interview.

Prospective applicants should note the requirement to produce a Malta Further and Higher Education Authority (MFHEA) formal recognition statement being submitted with the application.

## **5.0 Submission of Supporting Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **6.0 Selection Procedure**

6.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

6.2 The results will be published on the notice board of the school within fifteen (15) working days of the interviews.

6.3 Selection will be made according to the result list which will be valid for one (1) year.

## **7.0 Submission of Applications**

7.1 A letter of application, accompanied by a CV, will be received in the first instance by the Head of School by not later than noon of **Monday 20<sup>th</sup> May 2024** Applications are to be submitted by email to **head@stjosephsliema.edu.mt** by the above-mentioned closing date. The applications will be acknowledged by the Head of School. **Late applications shall not be considered.**

**Ms Clarissa Fleri Soler**  
**Head of School**  
**Call: Part-Time School Secretary**  
**St Joseph School (Senior Section)**  
**Cathedral Street**  
**Sliema**