



**SACRED  
HEART  
COLLEGE**

## **Call for Applications for the Post of Premises Officer at Sacred Heart College**

*Sacred Heart College would like to remind all interested applicants that it has a zero-tolerance policy towards any form of child abuse. Sacred Heart College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations 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.*

*All references to the male gender include the female gender.*

**January 31, 2025**



## **1. GENERAL**

- 1.1 Sacred Heart College invites applications for the post of **Premises Officer** at the College from suitable professionals who are in possession of the necessary qualifications, human qualities and experience identified in Article 4 below.

## **2. TERMS AND CONDITIONS**

- 2.1 The starting gross salary bracket for the post of Premises Officer is €25,000 - €28,000 per annum. The actual salary will be determined by the College at its sole discretion based on the qualifications and/or experience of the successful candidate. The salary rises by annual increments of €500 for a period of 6 years up to a maximum of €28,000 - €31,000 per annum.
- 2.2 The salary and increments under Article 2.1 exclude any Government cost of living (COLA) adjustments. Such COLA adjustments will be automatically added to the salary and to any annual increments that may be due to the employee.
- 2.3 This appointment, which is subject to a probationary period of twelve (12) months, is on full-time, indefinite basis and is subject to all applicable legislation and to any rules and regulations in force at any time, particularly those established in the Church Schools Sector and by Sacred Heart College.
- 2.4 The successful candidate will be supported through an appropriate induction and onboarding programme during the probationary period and at any such time as deemed required by the College Director. The induction and onboarding programme is considered to be an integral feature of the employment process of the College.
- 2.5 The Premises Officer may be asked to attend suitable training courses in Malta or abroad at the expense of the College.



### **3. DUTIES**

- 3.1 The Premises Officer will be directly accountable to the College Director. In the daily discharge of his duties, the Premises Officer will foster, promote and seek to live and embody the College ethos and the vision and mission of a Sacred Heart education and mindset. This will be true especially in terms of the brand of leadership adopted by the Premises Officer; he will facilitate positive relationships between the individuals under his care, fostering of a climate of genuine collegiality amongst them and with all the members at large of the College community.
- 3.2 The main responsibilities of the selected candidate for the post of Premises Officer will be:

#### **3.21 Leading and managing the non-educational and non-clerical staff at the College**

- 3.21.1 The Premises Officer will lead, manage and be responsible for all staff members falling within his remit including maintenance men, cleaners, gardeners and security person/s, as well as such personnel as may be reasonably assigned or detailed to his charge by the College Director.
- 3.21.2 He will promote and develop a strong sense of teamwork among the team under his leadership, maximising the potential of its every member through the identification of their individual skills and the flexible deployment of each one according to their skill set.
- 3.21.3 The Premises Officer will prioritise, assign, coordinate and oversee the work of the members of his team. He will establish quality standards for the work of the team and ensure that work assigned is executed efficiently and effectively within agreed timeframes, providing training and support to team members as required.



3.21.4 He will ensure and monitor the attendance and punctuality of all employees falling under his remit including signing in and out, vacation and sick leave, overtime and other similar tasks.

### **3.22 General Works at the College**

3.22.1 The Premises Officer will plan, coordinate, perform and ensure the proper and effective implementation across the College grounds of:

- a. general repair work and/or maintenance, including preventative maintenance of the College buildings, equipment, furniture, apertures, mechanical and electrical installations including any PV panel installations at the College,
- b. general cleaning,
- c. gardening and landscaping,
- d. safety and security, including installation and upkeep of appropriate and sufficient safety and security signage across the College grounds
- e. upgrading and maintaining in a good state of repair all the grounds and buildings within the college premises.

in full conformity and compliance with all health and safety reports, standards and requirements at the College as also any legislation in force at any given time, without causing undue disturbance or disruption to the smooth continuation of processes at the College.

3.22.2 In performing the above duties, the Premises Officer will manage and process such reasonable requests as are received, as per the College procedures in place from time to time, from the College Director, the Heads of School and/or their delegates, and the College Bursar. He shall ensure that these are effectively addressed in a timely manner.

3.22.3 The Premises Officer will ensure that all areas (landscaped, garden areas or otherwise) are kept clear, clean, adequately furnished and flowered at all times. Large-scale projects will be carried out in direct consultation and in conjunction with the College Director, in accordance with a medium/long term plan for the premises.



### **3.23 Oversight of Works being carried out at the College**

3.23.1 The Premises Officer will coordinate works requests received, exercising independent judgement and initiative. He will

- a. assess work requests, plan for their execution and prepare a programme of work
- b. assign work orders
- c. follow up work in progress.

3.23.2 The Premises Officer will also

- a. Carry out estimates in relation to works required at the College.
- b. Obtain and chase quotations from contractors, reporting and liaising with the College Director as required, ensuring compliance with the College's financial regulations
- c. Oversee third-party contractors carrying out works at the College.
- d. Record orders, confirm invoices and prepare approved requests for payment for the Accounts and HR Unit to issue payment in relation to works carried out by third party contractors.
- e. Support the College Director during price negotiations with contractors, in the preparation of BoQs and/or system designs, contracts of engagement and in ensuring and confirming completion of works.

### **3.24 Logistical Coordination of School Events**

3.24.1 The Premises Officer will coordinate school events as per the instructions received from the event organiser. Accordingly, he will:

- a. organise cleaning and any assistance required prior to an event, such as setting up chairs, tables, altars and cleaning public areas by the College maintenance and domestic personnel as required
- b. hire/coordinate/deploy security personnel as required
- c. purchase all drinks and related supplies (cups, plates, disposables and non-disposables).



3.24.2 The Premises Officer will

- a. carry out estimates in relation to works required at the College.
- b. Obtain and chase quotations from contractors, reporting and liaising with the College Director as required, ensuring compliance with the College's operational procedures and financial regulations.
- c. Oversee third-party contractors carrying out works at the College.
- d. Support the College Director during price negotiations with contractors, in the preparation of BoQs and/or system designs, contracts of engagement and in ensuring and confirming completion of works.

### **3.25 Responsibility for Procurement**

3.25.1 The Premises Officer will procure, in accordance with the operational procedures and financial regulations of the College:

- a. all cleaning supplies and materials
- b. all tools and supplies required for the proper and effective deployment of the Maintenance and Domestic staff
- c. order paints for paintwork projects across the College in conjunction with the Director and the Bursar in order that the best prices be negotiated for the College
- d. classroom furniture, furniture, white goods & all other supplies and materials as required.

### **3.26 Coordinating student transport and proceedings in the car park during dismissal**

3.26.1 The Premises Officer will

- a. liaise with Transport Providers during the summer recess to obtain routes and student details of routes.
- b. liaise with Transport Providers on an ongoing basis to ensure the service to students is given effectively in a manner that safeguards the wellbeing of students.



- c. coordinate handing and collection of route numbers to Transport Providers at the start/end of the scholastic year.
- d. be present in the dismissal area car park daily between 1400hrs-1500hrs or until such time as the last van leaves.
- e. receive complaints from parents and address same, forwarding any disciplinary reports to the designated Deputy Heads in the Junior School or Senior School as required.
- f. ensure supervisors (especially those in the car park) are deployed effectively in full coordination with the Heads of School/Deputy Heads i/c of transport.

### **3.27 Rental of College Facilities**

#### 3.27.1 The Premises Officer will

- a. show prospective clients the premises for which there is rental interest
- b. ensure upon rental, that any support required is prepared beforehand as reasonably requested
- c. ensure that he hires College personnel as support personnel during rentals as necessary.

## **4. ELIGIBILITY REQUIREMENTS**

4.1 By the closing date of this call for applications, applicants must:

4.11 Be either

4.11.1 a Maltese citizen, or

4.11.2 a citizen of another EU member State, or

4.11.3 a citizen of a state the members of which are entitled to equal treatment to Maltese citizens in terms of employment matters, or

4.11.4 any other person entitled to equal treatment to a Maltese citizen by virtue of their family relationship with a person who qualifies under sections 4.11.1/4.11.2/4.11.3, or

4.11.5 third-country nationals who have been granted Long-Term Resident Status, or



- 4.11.6 individuals in possession of a residence document issued in the UK by virtue of the Brexit agreement between the United Kingdom and the EU.
- 4.12 Candidates must be in possession of at least EITHER of the following:
- 4.12.1 a recognized qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent) in a technical area. i.e. Undergraduate Diploma, Undergraduate Certificate, VET Higher Diploma Foundation Degree
- 4.12.2 ten (10) years experience in a trade/technical area directly related to the post
- 4.13 Due consideration will be given to applicants in possession of MQF Level 6 or MQF Level 7 qualifications in any area related to architecture, engineering, logistics and management or in such other comparable areas as may be identified by the College Leadership as being acceptable from time to time.
- 4.14 Candidates must be in possession of a valid driving licence.
- 4.15 Candidates must be of good conduct, as proven by a recent clean Police Conduct certificate.
- 4.16 Candidates must be able to communicate effectively in written and spoken English and Maltese.
- 4.17 Candidates must be computer literate and conversant with word and excel.
- 4.18 Candidates should ideally have at least three (3) years of previous work experience in a related trade and/or technical area.
- 4.19 Candidates must be familiar with construction site terminology, principles, practices, tools, equipment and materials used in construction and/or general repairs.
- 4.20 Candidates must be able to work efficiently and effectively, even if they are under pressure, according to the exigencies of the College.
- 4.21 Candidates must have good leadership skills, a strong set of values, be empathic and of a solid and reliable character.



- 4.2 Qualifications at a level higher than that specified in Clause 4.12 will be accepted for eligibility purposes. Moreover, 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 in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher-recognized MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing date of the call for applications.
- 4.3 Applicants must be eligible to take up their due appointment, in terms of Clause 4.1 and 4.2, not only by the closing date of this call for applications but also on the date of appointment.

## **5. SUBMISSION OF SUPPORTING DOCUMENTATION**

- 5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of any qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.
- 5.2 Qualifications and/or experience claimed must be supported by certificates and at least two (2) testimonials, copies of which should preferably be attached to the application. Certificate/Diploma/Degree/Post Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the qualification obtained and the final classification.
- 5.3 Original certificates and testimonials must be produced for verification at the interview.

## **6. SELECTION PROCEDURE**

- 6.1 Eligible applicants will be assessed by an Interviewing Board to determine their suitability for the post.



- 6.2 An individual interview will be held for all eligible candidates. Further details will be given to all eligible candidates.
- 6.3 Interview results will be published within fifteen (15) working days of the interviews.
- 6.4 Candidates will be given the result of the interview as a global mark. They may request a breakdown of their own personal result within seven (7) working days from when the result is sent. Any such request must be made in writing and addressed to the Chairperson of the Board at Sacred Heart College at the email address [bogchairperson@sacredheart.edu.mt](mailto:bogchairperson@sacredheart.edu.mt)
- 6.5 Candidates are entitled to appeal the result of their interview. Any such request must be made in writing and addressed to the Director General at the Secretariat for Catholic Education at the email address [ian.mifsud@maltadiocese.org](mailto:ian.mifsud@maltadiocese.org), providing a clear indication why the candidate in question does not agree with the result. Such an appeal should reach the Director General at the Secretariat for Catholic Education within ten (10) working days from when the result is sent.
- 6.6 In case of an appeal, an Appeals Board shall be set up.
- 6.7 The Appeals Board will review the selection process to ensure that the applicant has been treated in a fair, honest and just manner according to the set eligibility and assessment criteria. If this is not the case, a new interviewing board is appointed by Sacred Heart College and the process is repeated. The Appeals Board does not replace the proper role and functions of the Interviewing Board.

## **7. SUBMISSION OF APPLICATIONS**

- 7.1 Interested applicants are required to send a letter of application, a detailed CV in Europass Format, copies of all qualification certificates, two (2) testimonials as well as any other relevant documentation.
- 7.2 Candidates are required to provide a breakdown of their years of experience in their CV.



- 7.3 All applications should be sent by email on [vacancies@sacredheart.edu.mt](mailto:vacancies@sacredheart.edu.mt) and addressed to the College Director, Sacred Heart College.
- 7.4 All applications are to reach the College Director, Sacred Heart College by **Friday 14<sup>th</sup> February, 2025.**
- 7.5 All applications will be acknowledged by email within two (2) working days of the closing date of applications.
- 7.6 Applications by post or by hand will not be accepted.