SACRED HEART COLLEGE

Call for Applications for the Position of Administrator in the Office of the Director at Sacred Heart College, St Julian's

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 Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Safeguarding Policy published in 2024.

All references to the male gender include the female gender.

10 November 2026

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SACRED HEART COLLEGE

1. GENERAL

1.1 Sacred Heart College invites applications for the position of **Administrator in the Office of the Director** from suitably qualified, competent and motivated individuals who are in possession of the necessary qualifications and experience identified hereunder.

2. TERMS AND CONDITIONS

2.1 The remuneration for the position of Administrator in the Office of the Director will be as follows:

Year	Gross Salary	Annual Allowance	Total/annum
2026	€27,055	€750	**€27,805**
2027	€28,948	€750	**€29,698**
2028	€30,911	€750	**€31,661**

2.2 This position is on a full-time, indefinite basis and is subject to all applicable rules and regulations, particularly those established from time to time in the Church Schools Sector and by the Sacred Heart College Foundation.

2.3 This position is subject to a probationary period of twelve (12) months.

2.4 The selected 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 selected candidate will be expected to possess the necessary competence to carry out the duties attached to the position efficiently and accurately and must be willing to acquire additional skills as required to meet changing demands.

SACRED HEART COLLEGE

3. DUTIES

The selected candidate shall report to and be directly accountable to the College Director and shall, under the direction of the College Director, be required to:

3.1 Executive & Administrative Support to the College Director

3.1.1 Prepare correspondence, reports, presentations, briefing notes and other documentation as required in support of and as directed by the College Director.

3.1.2 Carry out research, source information and generally support the College Director on briefs, projects and project implementation.

3.1.3 Handle communications and enquiries with confidentiality and appropriate prioritisation.

3.1.4 Take minutes during meetings as requested by the College Director.

3.1.5 Ensure efficient flow of information between the College Director, staff, parents and other stakeholders.

3.1.6 Maintain organised digital and physical filing systems.

3.1.7 Liaise with staff, parents and external partners with regard to matters falling within the College Director's remit.

3.1.8 Coordinate internal and external meetings, as guided by the College Director, including logistics and preparation of any related/required documentation.

3.1.9 Carry out any other administrative duties in support of the College Director as directed by same.

3.2 School Transport Coordination

3.2.1 Collect and collate all route information and student lists from transport operators, disseminating same among SLTs in both schools, staff and other stakeholders as required.

3.2.2 Allocate and disseminate route numbers to transport operators, SLTs in both schools, staff and other stakeholders, updating as/when required.

3.2.3 Organise collection of route number display cards by/from transport operators.

3.2.4 Troubleshoot issues including delays, parent queries and service irregularities, liaising on operational issues with SLTs in both schools as required and forwarding all disciplinary issues to said SLTs for their necessary action.

3.2.5 Support and advise staff tasked with planning transport logistics in both schools if required.

3.2.6 Maintain ongoing liaison on behalf of the College with transport operators.

3.3 Rentals and Coordination of School Premises

3.3.1 Manage booking and scheduling of College facilities for internal and external users.

3.3.2 Respond to enquiries, provide availability and pricing information and process rental applications.

3.3.3 Coordinate with Supervisor (Maintenance and Housekeeping) to ensure readiness of facilities prior to rentals, successful rental management and post-rental cleaning and clearing.

3.3.4 Draft and circulate rental agreements and ensure compilation of any compliance documentation as may be required.

3.3.5 Collect rental data sheets and forward them to the Accounts Unit for billing purposes.

3.3.6 Maintain accurate records and calendars for facility rentals.

3.3.7 Ensure compliance with safeguarding, health and safety and College policies.

3.4 Tendering and Quotations Support

3.4.1 Coordinate the collection of quotations for works, maintenance or services in compliance with the Financial Regulations of the College.

3.4.2 Follow up suppliers and contractors to obtain outstanding quotations.

3.4.3 Support the College Director in the compilation, advertising and issuing of any tenders issued by the College.

3.4.4 Maintain organised records of tenders, quotation requests, submissions, deadlines and decisions.

3.4.5 Support evaluation and approval of tenders and quotations as directed by the College Director in consultation with the Board of Governors.

3.4.6 Monitor progress and escalate delays when necessary.

SACRED HEART COLLEGE

4. ELIGIBILITY REQUIREMENTS

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

4.1.1 citizens of Malta, **or**

4.1.2 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**

4.1.3 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**

4.1.4 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 4.1.1, 4.1.2 or 4.1.3; **or**

4.1.5 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**

4.1.6 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 Identita' should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at 4.1.2, 4.1.3, 4.1.4 and 4.1.5 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.

4.2 Additionally, by the closing date of this call for applications, applicants must be

4.2.1 able to communicate in Maltese and English to sufficiently and adequately carry out the duties applied for, and

4.2.2 in possession of a full qualification at MQF Level 5 in Administration, Human Resources or in other areas as may be deemed relevant by the College leadership from time to time.

4.3 Moreover, candidates who have not formally obtained any of the aforementioned qualifications will still be considered provided they submit evidence that they have been approved for the award of the qualification in question.

4.4 Furthermore, candidates who are currently following a recognised programme of study at a higher MQF Level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF Level, by the closing date of the call for applications.

4.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.

4.6 The skills required for the post are the following:

4.6.1 Proven administrative experience.

4.6.2 Excellent organizational skills and attention to detail.

4.6.3 Strong written and verbal communication abilities.

4.6.4 High level of integrity and confidentiality.

4.6.5 Proficiency in Microsoft Office and scheduling tools.

4.6.6 Ability to manage multiple tasks, solve problems proactively and work to tight deadlines.

4.6.7 Strong interpersonal skills.

4.7 Applicants must be of good moral character and must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application.

SACRED HEART COLLEGE

5. SUBMISSION OF SUPPORTING DOCUMENTATION

5.1 Qualifications and/or experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

5.2 Original certificates and/or testimonials must be produced for verification at the interview.

6. SELECTION PROCEDURE

6.1 Eligible applicants will be interviewed by an Interviewing Board appointed by the Board of Governors of the Sacred Heart College Foundation to determine their suitability for the post.

6.2 Interview results will be communicated within fifteen (15) working days from the interviews.

7. SUBMISSION OF APPLICATIONS

7.1 Interested applicants are required to send a letter of application, a detailed CV in Europass Format, the name of two referees, copies of all qualification certificates, as well as any other relevant documentation.

7.2 All applications **must be sent by email by Monday 23rd November, 2026 on collegedirector@sacredheart.edu.mt** and addressed to the College Director, Sacred Heart College. Applicants are to quote **"Administrator in the Office of the Director"** in the subject line of their email.

7.3 All applications will be acknowledged by email by Sacred Heart College within two working days after the closing date of applications.

7.4 Applications by post or by hand will not be accepted.

7.5 Applications received after the closing date identified in Clause 7.2 will be deemed ineligible and will not be considered.