



POST OF ACTIVITIES COORDINATOR

San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School 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.

San Anton School is seeking to recruit an Activities Coordinator on an indefinite basis with effect from scholastic year 2022-23. The Activities Coordinator will be answerable to the Head of School.

Eligibility Requirements

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

- Be proficient in the English and Maltese languages; AND
- Be in possession of O level and A level or equivalent qualifications at MQF level 4 standard of education.

Prior experience in the organization of activities or events will be considered an asset.

Post details

The post of Activities Coordinator is on an indefinite basis with a one-year probation.

Remuneration package will be commensurate with the qualifications and experience of the chosen candidate.

Successful applicants may be required to undertake additional in-house or external training as a condition of successful conclusion of probationary period.

Key Responsibilities of the Activities Coordinator

The Activities Coordinator will be mainly responsible for the organization, running and implementation of the Summer Club and activities during periods when the school is closed namely Christmas and Easter recesses.

Specific duties related to Summer Club

- Being overall responsible for the organization and running of Summer Club;
- Taking overall responsibility of the summer club program and the quality-of-service provision in all aspects;
- Accepting the issuance of the licence in one's name in order for the summer club to operate;
- Creating and managing relationships with external businesses for the preparation of activities;
- Managing all incoming application forms and assist with queries;



- Recruitment of all Team Leaders and Assistant Team Leaders;
- Liaising with the Day Care Manager and Diverse Learning Coordinator or delegates to ensure that any recruitment of LSEs and Child Carers is completed in time;
- Working in close collaboration with the Summer Club Coordinator (Educational) to ensure the successful organisation and delivery of the Summer Club program;
- Coordination with the Summer Club Coordinator (Educational) the onboarding process including training;
- Taking care of the budgeting process and all financial matters;
- Responsible for the petty cash sheets and their endorsement;
- Coordination with the Transport & Events Coordinator for transport required for outings;
- Overseeing the execution of the programme (including sleepovers) including random spot checks as necessary;
- Offering support to TLs where and when necessary, in line with the programme;
- Jointly responsible for the collation of class lists and timetabling of all activities and outings and allocation of classes;
- Taking care of any pending administrative work required before the launch of the actual program.

Specific duties related to other activities

- Developing, creating and planning of activities during periods when the school is closed specifically during the Christmas and Easter recess;
- Supervising and implementing such activities;
- Creating and managing relationships with external businesses for the preparation of activities;
- Managing all incoming application forms and assist with queries;
- Recruitment of any human resources required;
- Taking care of the budgeting process and all financial matters related to these activities;
- Responsible for the petty cash sheets and their endorsement;
- Coordination with the Transport & Events Coordinator for any transport needs.

Others

- Assisting in the extra-curricular programs organisation and implementation.



Assessment Criteria and Selection Process

The assessment criteria that shall be adopted during the selection process include the following:

- Knowledge of the role;
- Maturity and fitness for purpose;
- Related experience.

Submission of Applications

Applicants need to submit the below:

- A letter of application detailing the motivation for the application.
- Full CV in Europass format;
- Any other supporting documentation in e-version/scan, including of highest qualifications.

The letter of application along with all accompanying/supporting documents is to be submitted through email on vacancies@sananton.edu.mt by not later than Friday the 29th of July 2022. Late applications will not be considered.

Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend for an interview.