



POST OF ADMINISTRATOR WITHIN THE DIVERSE LEARNING DEPARTMENT

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 Administrator to perform administrative duties within the Diverse Learning Department across the Early Years, Junior and Senior Sectors with effect from scholastic year 2022-23. The Administrator shall be answerable to the Diverse Learning Coordinators.

Eligibility Requirements

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

- Be proficient in the English and Maltese languages;
- Be in possession of O level standard of education;
- Have at least five (5) years of experience working in an administrative role.

Additional qualifications and/or experience working in an educational setting will be considered as an asset.

Post details

The post of Administrator 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 Administrator

The Administrator within the Diverse Learning Department will be expected to work in close collaboration with the Diverse Learning Coordinators and the Educational Psychologist as well as the different sectors across the school. Specific duties, amongst others, include:

- Processing of the online applications for the Approval of Requirements (AoR) for all LSEs who are newly recruited or upskill along their employment;
- Drafting of LSE employment contracts;
- Preparation of the Notification of Employment of LSEs and supporting documents as required;
- Inputting and updating of sick leave records for employed LSEs;
- Assisting in scheduling of meetings required by the Diverse Learning Coordinators and/Educational Psychologist;
- Minute taking for internal meetings as necessary;
- Compilation of statistics in relation to students who are catered for by the Diverse Learning Department;



- Inputting and updating of students' records which include IEPs, MAPs, professional reports, statements of needs.
- Communicating with parents as required with the guidance of the Diverse Learning Coordinators, Educational Psychologists and/or Heads of Sector;
- Leading the coordination of exams for students that fall under the responsibility of the Diverse Learning Department with the guidance of the Diverse Learning Coordinators and Heads of Sector;
- Keeping student records updated in terms of statementing or assessments or other investigations which would be underway;
- Compiling of data and statistics on each students' learning styles which then is uploaded on MySchool accordingly;
- Any administrative work required by the Diverse Learning Coordinators and/or Educational Psychologist.

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;
- Additional Qualifications/CPD.

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.