

CALL FOR APPLICATIONS FOR THE POST OF: PRECINCTS OFFICER AT
St Jeanne Antide College, Immaculate Conception School Tarxien,
Indefinite Post

The Sisters of Charity would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Jeanne Antide 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.

Nomenclatures importing the male gender include also the female gender.

1. Introduction

1.1 The Sisters of Charity as employers of St Jeanne Antide College invite applications from general public, for the position of Precincts Officer to serve at St Jeanne Antide College, Immaculate Conception School.

2. Duration of assignment and conditions

2.1 The position of a Precincts Officer is subject to a probationary period of twelve (12) months.

3. Salary pegged to the position

3.1 The salary attached to the position of a Precincts Officer is equivalent to Salary Scale 11, (which in 2021 is €19,974.00 per annum rising by annual increments of €375.17 up to a maximum of €22,225.02).

4. Duties

4.1 The duties of a Precincts Officer include:

- 4.1.1 planning, coordinating, performing and ensuring the implementation of the general repair and maintenance, general cleaning, gardening and landscaping, safety and security, within the facilities and grounds of the school;
- 4.1.2 with regard to general repairs and maintenance, managing all repair and maintenance intervention requests raised by the Head of school and/or principal, processing such requests as necessary and ensuring the timely implementation of related remedial works;
- 4.1.3 with regard to general cleaning, ensuring that all facilities and grounds of the school are kept clean, safe and secure at all times;
- 4.1.4 with regard to gardens and landscape areas, ensuring that such areas are kept clear and clean, and appropriately embellished and flowering at all times;
- 4.1.5 with regard to security, ensuring that the facilities and grounds of the school, benefit from proper systems of security;



- 4.1.6 ensuring that signage, as approved by the Principal and/or the Head of School, is adequately installed and maintained both within the school buildings and external to the school buildings but related to the school;
- 4.1.7 and being responsible for all non-teaching and non-clerical staff forming part of the school including general hands and cleaners.
- 4.1.8 ensuring and monitoring the attendance and punctuality of all employees under his/her charge, including clocking in and out, vacation and sick leave, overtime, and other;
- 4.1.9 setting quality standards on all tasks carried out by each employee, ensuring that all such tasks are carried out efficiently and economically within agreed time frames;
- 4.1.10 prioritizing, assigning and coordinating work orders to employees entrusted under his/her administration and control;
- 4.1.11 working and developing teamwork skills among these employees;
- 4.1.12 training and supervising the work of employees, to identify the individual skills of each employee and to utilize their competencies flexibly within the school.
- 4.1.13 establishing and maintaining effective working relationships with employees, as well as with Heads of School, and other senior officers within the related structures;
- 4.1.14 promoting and maintaining safe working practices, conditions and environment, for such employees, for all other school staff, students and other third parties;
- 4.1.15 exercising independent judgement and initiative in coordinating all the related works, making recommendations for remedial works to be undertaken, planning, assessing and assigning work orders, following up works in progress, and generally seeing that efficient and effective works are carried out by all staff falling under his/her responsibility;
- 4.1.16 acting on his/her own initiative as well as on reports received, to ensure the regular repair and maintenance, especially through preventive maintenance, the general cleaning, gardening and landscaping, safety and security, of the buildings, equipment and furniture, apertures, mechanical and electrical installations, and grounds of the schools forming part of the College;
- 4.1.17 ensuring that all orders and payments are recorded and full compliance to all of the procurement and financial regulations are adhered to;
- 4.1.18 ensuring that the school buildings, services, furniture, apertures, equipment, installations and systems are properly maintained and functional;
- 4.1.19 assuming responsibility for all stores;
- 4.1.20 being familiar with the principles, practices, tools, equipment and materials used in construction and in all phases of general repairs and maintenance, general cleaning, gardening and landscaping and security;

- 4.1.21 knowing the physical layout of the facilities and grounds of school.
- 4.1.22 investigating and writing reports on accidents and/or damages to facilities and/or equipment;
- 4.1.23 reading, writing and preparing reports, memos and correspondence;
- 4.1.24 preparing and calculating estimates on materials and cost for remedial works;
- 4.1.25 communicating effectively orally and in writing as required;
- 4.1.26 being able to work under pressure;
- 4.1.27 performing other duties as may from time to time be assigned to him by the Head of School and/or Principal;

5. Eligibility requirements

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

- 5.1.1 able to communicate in both the English and Maltese languages
- 5.1.2 in possession of a clean valid driving licence;
- 5.1.3 in possession of a recognised qualification at MQF level 3 in IT Office Application Skills (*); and
- 5.1.4 in possession of a recognised pertinent qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2003); OR
- 5.1.5 in possession of a recognised pertinent diploma at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2003)
- 5.1.6 (*) It is clarified that reference to IT Office Application Skills, covers any successfully completed CDRT/ECDL/NCHFE accredited course at MQF Level 3. Applicants not in possession of a recognised MQF level 3 qualification in IT Office Application Skills, may also apply on condition that they provide written evidence of competency in Microsoft Word TM, Excel TM and Outlook TM.
- 5.1.7 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.
- 5.1.8 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 by the closing time and date of the call for applications.

5.1.9 Applicants must be eligible to take up their due appointment, in terms of 5.1.1 to 5.1.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.1.10 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

6. Submission of supporting documentation

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials and provided to the interviewing board when you apply. 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.

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

7. Selection procedure

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position.

7.2 Due consideration will be given to applicants who beside the requisites indicated in paragraphs 5.1.1 to 5.1.4, have proven relevant work experience.

8. Submission of application

Applications, are to be submitted by email to the:

Head of School, Ms Melanie Ungaro on
jobs@sja.mcs.edu.mt
by noon, 4th June 2021.

A confirmation by email will be sent upon receipt.

Applications sent by post or delivered by hand will not be considered.

Sr Teresa Tonna

St Jeanne Antide College Principal

Sr Natalie Abela

Delegate Superior of the Sisters of Charity