

CALL FOR APPLICATIONS FOR THE POST OF PART TIME CLERK

St Jeanne Antide College, St Joan Antide Primary School would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Joan Antide 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. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

Nomenclatures denoting the male gender also include the female gender.

1.0 General

1.1 The Head at St Joan Antide Primary School invites applications for the post of part time Clerk.

2.0 Terms and Conditions

2.1 The appointment, is subject to a probationary period of six (6) months, is on *part-time indefinite basis* and is subject to all applicable rules and regulations, particularly those established in the Church Schools Sector and *St Joan Antide School*.

2.2 The selected candidate may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

2.3 The selected candidate will be required to work a 24 hour week spread on five days, from Monday to Friday starting November 2023.

2.4 The salary for the post of part-time Clerk is Salary Scale 16, which in 2023 is €15,372.57 per annum rising by annual increments of €263 to a maximum of €16,950.57 on a **pro-rata basis according to the number of hours worked**. The hourly rate for the minimum of Salary Scale 16 in 2023 is €7.39.

2.5 A Clerk will progress to Salary Scale 15, which in 2023 is, €16,452.64 per annum rising by annual increments of €298 to a maximum of €18,240.64, on a **pro-rata basis according to the number of hours worked**, subject to satisfactory performance, on completion of **10,400 hours**' (40 hours x 52 weeks x 5 years) service in the grade. The hourly rate for the minimum of Salary Scale 15 in 2023 is €7.91.

2.6 A Clerk will be promoted to the grade of Senior Clerk in Salary Scale 14, which in 2023 is, €17,672.36 per annum rising by annual increments of €316.83 to a maximum of €19,573.34, on a **pro-rata according to the number of hours worked**, subject to satisfactory performance, on

completion of **20,800 hours'** (40 hours x 52 weeks x 10 years) service in the grade of Clerk. The hourly rate for the minimum of Salary Scale 14 in 2023 is €8.50.

3.0 Duties and Responsibilities

3.3 The duties of a Clerk shall include:

- providing clerical support as required;
- dealing with correspondence and word processing documents;
- compiling basic reports such as statistical data or related content as required by management;
- dealing with telephone calls;
- answering general queries and FAQs from the external and internal clients in accordance with well-defined regulations, guidelines, instructions and general practices, under the supervision of the Head of School or his/her delegate;
- photocopying/scanning documents and similar office related duties;
- registration/distribution of incoming and outgoing mail as well as file movements;
- making use of department/section IT systems and/or databases as well as handling email correspondence;
- ordering of stationery/supplies;
- enrolling, inputting and maintaining updated student records;
- populating students in classes/teaching sets in school's database;
- inputting and maintaining student and staff data in the school system / portal and other school databases;
- entering half yearly and annual results in the school system / portal, together with other related data such as informal and non-formal education;
- extracting result reports, merging results in the templates provided and sending progress reports to parents;
- maintaining daily student attendance for the purpose of providing accurate information for reporting purposes;
- filling of monthly absentee statistics;
- sending of absentee reports as instructed by the Head of School or his/her delegate;
- inputting of school transport data;
- maintaining various records, schedules, files, rosters, etc., for the purpose of documenting and/or providing reliable information;
- inputting of school financial transactions and inventory data in the software provided and maintaining a proper filing system for financial transactions;

- handling small amounts of cash such as petty cash or fees relating to routine services and keeping relative records;
- maintaining attendance registers of all school staff, recoding sick leave, time-off and leave of employees;
- assuming responsibility for reception desks when required;
- attending appropriate workshops/courses for the purpose of ongoing training;
- attending meetings for the purpose of conveying and/or gathering information required to perform functions;
- being familiar with policies and procedures of the School;
- being accountable to the Senior Management Team;
- performing any other job related duties that may be assigned from time to time by the Head of School or his/her delegate.

3.4 Selected candidates are obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work. For this purpose, opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.

4.0 Eligibility Requirements

4.1 By the closing date and time for the receipt of applications, applicants must be:

- (i) (a) citizens of Malta, **OR**
- (b) 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**
- (c) 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**
- (d) 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 (a), (b) or (c); **OR**
- (e) 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

(f) 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 Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) 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.

- (ii) not less than sixteen (16) years of age;
- (iii) able to communicate in Maltese and English;
- (iv) eligible in terms of **one** of the following categories (a, b or c):
 - (a) having a pass (at least at Grades 1-5, Grade C or a comparable level) in six (6) subjects at MQF Level 3 which must include Maltese, English, Mathematics and IT Office Applications Skills(*); **OR**
 - (b) having a full MQF level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in six (6) subjects which must include Maltese, English, Mathematics and IT Office Application Skills (*) as separate study units within the course pursued;

(*) It is clarified that reference to IT Office Application Skills, covers any successfully completed course at MQF level 3 accredited by ECDL Malta or the Malta Further and Higher Education Authority (MFHEA).

With reference to clauses 4.1 (iv) (a) and (b) above, apart from the four (4) stipulated compulsory subjects, any additional subject at MFQ level 3, will be accepted for eligibility purposes.

- (iv) be of good moral character, appropriate to the post applied for. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application;

- 4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to 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.

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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

- 4.3 Due consideration will be given to candidates who, besides the eligibility requisites mentioned in paragraph 4.1, have proven clerical work experience.
- 4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.5 Prospective applicants should note the requirement to produce MFHEA recognition statements in respect of their qualifications from MFHEA, or other designated authorities, as applicable.

5.0 Submission of Supporting Documentation

- 5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which should be attached to the application.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection Procedure

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.
- 6.2 The board reserves the right to shortlist from the list of eligible applicants, after taking into consideration both qualifications and experience. The shortlisted applicants will be interviewed by a selection board to assess their suitability for the post.
- 6.3 The results will be published on the notice board of the School within fifteen (15) working days of the interviews. A notification of the issue of the result will be sent to all interviewees.
- 6.4 Selection will be made according to the result list which will be valid for one (1) scholastic year.

7.0 Submission of Applications



7.1 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Head of School by not later than noon of **24 August 2023**. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. Emails can be sent to secretary@sj.edu.mt. The applications will be acknowledged. **Late applications shall not be considered.**

Ms Marion Cutajar
Head of School
Call: Clerk
56, Triq Filippu Castagna
Gudja
GDJ1172