St Joseph School Sliema invites applications for the post of Premises Coordinator

The Premises Coordinator will undertake duties and responsibilities in conjunction with the Heads of School of St Joseph School (Senior Section & Junior Section) Sliema.

1. The duties of a Premises Coordinator include:

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 under his/her remit. This includes managing all repair and maintenance intervention requests raised by the Heads of the schools, processing such requests as necessary and ensuring the timely implementation of related remedial works;

1.2. with regard to general cleaning, ensuring that all facilities and grounds falling within his/her remit are kept clean, safe and secure at all times. With regard to gardens and landscape areas, ensuring that such areas are kept clear and clean, and appropriately embellished and flowering at all times. Whilst with regard to security, ensuring that the facilities and grounds, benefit from proper systems of security;

1.3. ensuring that signage, as approved by the Head/s of School, is adequately installed and maintained;

1.4. liaising with the Head/s of School to manage and be responsible for all non-teaching and non-clerical staff falling under his/her remit including general hands, labourers, cleaners and gardeners that may be assigned or detailed to his/her charge;

1.5. setting quality standards on all tasks carried out by contracted personnel, ensuring that all such tasks are carried out efficiently and economically within agreed timeframes;

1.6. prioritizing, assigning and coordinating work orders to contracted personnel entrusted under his/her administration and control and working and developing teamwork skills;

1.7. training and supervising the work of contracted personnel;

1.8. establishing and maintaining effective working relationships with contracted personnel, as well as with Head/s of School, and promoting and maintaining safe working practices, conditions and environment;

1.9. 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, drawing up a works program, following up works in progress, and generally seeing that efficient and effective works are carried out by all contracted personnel;

1.10. 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 entrusted to his/her administration. This involves also ensuring that the school buildings, services, furniture, apertures, equipment, installations and systems are properly maintained and functional;

1.11. being responsible for the *Risk Assessment Report* in conjunction with the Head/s of School and Health and Safety Officer/Teacher (where applicable);

1.12. ensuring that all orders and payments are recorded;

1.13. 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 and knowing the physical layout of the facilities and grounds that fall under his/her remit;

1.14. investigating and writing reports on accidents and/or damages to facilities and/or equipment and reading, writing and preparing reports, memos and correspondence;

1.15. preparing and calculating estimates on materials and cost for remedial works and preparing estimates to be presented to the Board of Governors; procuring materials, tools and services, once approved;

1.16. in consultation with the Heads/s of school, being responsible for ensuring the effective and efficient use of facilities, spaces, resources and services as required;

1.17. keeping a detailed inventory of school furniture and resources in conjunction with technicians and administrative staff;

1.18. supporting the Head/s of school in the collection of fees for the hiring of facilities

1.19. communicating effectively orally and in writing as required and being able to work under pressure;

1.20. undertaking any other tasks, which the Head of School may delegate to him/her, as may be required; and

1.21. any other duties as directed by the Head/s of School and/or Board of Governors.

2. Terms and Conditions

2.1. This appointment is subject to a probationary period of six (6) months.

2.2. The salary for the post of Premises Coordinator is Salary Scale 11, which in the year 2023 is equivalent to,€21,630.00 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02.

2.3. A will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59) on completion of five (5) years service in Salary Scale 11, subject to satisfactory performance.

2.4. A Premises Coordinator will progress to Scale 9 (€24,494.79 x €447.33 - €27,178.77) on completion of a further five (5) years service in Salary Scale 10, subject to satisfactory performance.

2.5. The Premises Coordinator will work a 40 hour week

3. Eligibility Requirements

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

3.1. 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 licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

3.2. able to communicate in the Maltese and English Languages;

3.3. in possession of a valid driving license;

3.4.in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent *) in a technical area.

* A recognised Qualification comparable to 60 ECTS/ECVET credits, as applicable is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

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 qualification in question.

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.

3.5 Applicants must be of conduct which is appropriate to the post applied for.

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

4. Submission of Supporting Documents

Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent with the application.

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

5. Selection Procedure

Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

Due consideration will be given to applicants who, besides the requisites indicated in the vacancy have proven relevant work experience.

6. Submission of Applications

Applications are to be submitted, for the attention of the Heads of School, St Joseph School, Cathedral Street, Sliema. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Applicants must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application.

The closing date of the receipt of applications is Sunday 9th February 2025. An e-mail will be sent as an acknowledgement of the application.

Applications which are received after the closing date are not allowed.