



## **Sacred Heart College**

Sacred Heart Avenue, St. Julian's STJ 1432

**Date: 30<sup>th</sup> November 2018**

### **Call for Applications Post of Maintenance Person**

**The Board of Governors of the Sacred Heart College invites applications for the post of maintenance person.**

#### **Functions, Role and Responsibilities**

The selected person will be part of a maintenance team and would be expected to work on his own as well as with others.

The main responsibility of the maintenance team is to carry out general maintenance on College buildings and premises.

This maintenance includes amongst other things:

- Plastering and painting of walls, ceilings and staircases;
- Repair and painting of furniture, doors and windows.
- Helping with tile laying;
- Helping with plumbing jobs;
- Minor building repairs;
- Cleaning and sweeping the premises and surrounding areas;
- Performing basic cleaning and maintenance of gardens;
- Collecting refuse from premises and disposing of it appropriately.
- Loading and transferring of materials to and from vehicles;
- Operating and maintaining light equipment under instruction;
- Performing work on electrical supply under supervision;
- Running errands as directed by management.

Qualifications and experience claimed should be supported by certificates and/or testimonials if possible, copies of which should be attached to the application.

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

On the job training is also possible.

## **Accountability**

Maintenance staff are in the first instance accountable to the maintenance staff co-ordinator and ultimately to the College Director and the Board of Governors.

## **Terms and conditions**

The appointment which is subject to a probationary period of six months is on a full-time basis and is subject to the rules and regulations governing from time to time staff employed by church schools.

An attractive salary, based on qualifications and experience, will be offered to the selected candidate.

## **Leave Entitlement**

This leave shall be taken in accordance with the exigencies of work and with the prior approval of the maintenance staff co-ordinator and the College Director. Annual leave that is not availed of, cannot be transferred to the following year unless prior permission is granted.

## **Submission of application**

Applications will be received by not later than **noon (Central European Time) of Monday 17<sup>th</sup> December 2018**

Applications may be sent by:

- Email, addressed to: **shcssvacancies@sacredheart.edu.mt**
- Post, addressed to the Chairperson Board of Governors;
- Delivered by hand to the Head Senior School during school hours.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing.

Applicants will be called for an interview.



Joyce Pullicino  
Chairperson Board of Governors