



Secretariat for Catholic Education

CALL FOR APPLICATIONS FOR THE POST OF ADMINISTRATIVE ASSISTANT (ADMISSIONS)

The Secretariat for Catholic Education would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. The Secretariat for Catholic Education 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.

The Delegate for Catholic Education within the Secretariat for Catholic Education invites applications for the post of Administrative Assistant (Admissions) at the Secretariat for Catholic Education.

1. The selected candidate/s may be conditioned to a maximum of a six (6) day working week of an average weekly working time of forty (40) hours. The appointment, which is subject to a probationary period of six (6) months, is on a full-time basis (indefinite contract) and is subject to the rules and regulations of the Secretariat for Catholic Education.
2. All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.
3. The salary for the post of Administrative Assistant is €15,343 per annum rising by annual increments of €315 up to a maximum of €18,178.
4. The administrative assistant will be expected to have the necessary skills and experience to carry out work effectively and must be willing to learn new skills. The Admissions' Office is responsible for the admission of children in Church schools. The office is led by a Principal Officer who is directly responsible to the Delegate for Catholic Education. The administrative assistant is expected to assist the Principal Officer in this task. The main responsibilities include:
 - a. updating the Regulations for Church Schools Entry and the "forms" for the different admissions criteria;
 - b. compiling a yearly analysis of the previous Admissions process and setting goals towards the improvement of the next admission process;

- c. establishing the number of available places in the different schools for the specific year of entry, both for children in mainstream and those requiring support;
 - d. planning and scheduling events from “Application Phase” to “Choice of School”;
 - e. setting up informative meetings and close communication with the different Church schools;
 - f. promoting the process of entry and the spread of information thereof through the participation in TV and Radio programmes;
 - g. answering queries by phone, mail, email and/or social media;
 - h. preparing press releases and circulars;
 - i. inputting and checking of data in the Admissions’ database and as required;
 - j. preparing all the necessary documentation for the Admissions Board and replacing the Principal Officer on the Board when required;
 - k. ensuring a smooth-running ballot system through regular data inputting and meticulous counter-checking;
 - l. handling all correspondence to schools and issuing notification letters to parents/ guardians of applicants;
 - m. compiling basic reports such as statistical data or related content as required by management;
 - n. compiling basic financial reports such as departmental budgets, VAT returns and bank accounts reconciliation;
 - o. handling cash such as application and registration fees;
 - p. assuming responsibility for public meetings when required;
 - q. participating in the ballot and registration processes;
 - r. managing changes made by parents and related actions that need to be taken;
 - s. being accountable to the Principal Officer (Admissions);
 - t. performing any other duties that may be assigned from time to time by the Principal Officer;
 - u. performing any other duties that may be assigned from time to time by the Delegate for Catholic Education;
 - v. fulfilling duties in strict adherence to the Regulations for Church Schools Admissions.
5. Selected candidate/s 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.

6. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for this post.

7. 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 provision, on account of their family relationship with persons mentioned in paragraphs (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”.

The advice of the Identity Malta Agency in respect of citizenship and expatriation should be sought as necessary on 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;

- (ii) of conduct which is 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;

- (iii) adequately proficient, in the Maltese and English languages both verbally and in writing (Level C1/C2 of the Common European Framework of Reference for Languages);
- (iv) in possession of:
 - (a) an 'A' level standard of education or higher **and**
 - (b) ECDL certification and/or proficient in Microsoft Office, especially Excel and Databases **and**
 - (c) good communication and administrative skills. The chosen candidate must be a team player, willing to learn new skills and be able to work with minimal supervision. Experience in an administrative role will be considered an asset.
- 8. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application; original certificates are to be produced for verification at the interview.
- 9. 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.
- 10. Interviewees will be notified of the results within fifteen (15) working days of the interviews.
- 11. Selection will be made according to the result list which will be valid for one (1) year.
- 12. A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the **Delegate for Catholic Education** by not later than **noon of Monday, 17th June, 2019**. All applications will be acknowledged. **Late applications shall not be considered.**

Rev Dr Charles Mallia
Delegate for Catholic Education
Call: Administrative Assistant (Admissions)
Secretariat for Educational Services
16 The Mall
Floriana FRN 1472