



CALL FOR APPLICATION FOR THE POST OF FULL-TIME SECRETARY

Nomenclatures denoting the male gender include also the female gender.

All interested applicants should note that the school has a zero tolerance policy towards any form of child abuse. The 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.

1. Introduction

The Head at St Francis Primary School, Birkirkara, invites applications for the post of Full-Time Secretary.

2. Terms and Conditions

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

2.2 Persons employed as Full-Time Secretary shall be placed in Salary Scale 14, which in 2020 is €15,870 per annum, rising by annual increments of €316.83 up to a maximum of €17,770.98.

3. Duties and Responsibilities

3.1 The school secretary shall:

- Give secretarial and clerical support to school staff;

- Inform the Head of School regularly regarding current workload, deadlines, problems encountered and developments of activities undertaken;
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals;
- Arrange meetings, and reservations as required;
- Complete forms in accordance with procedures;
- Compose, type, and distribute meeting notes, routine correspondence, and reports;
- Locate and attach appropriate files to incoming correspondence requiring replies;
- Mail memos, agendas, educational material, and other information;
- Maintain scheduling and event calendars;
- Make copies of correspondence and other printed material;
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters;
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material;
- Take dictation and transcribe information whenever this is required;
- Conduct searches to find needed information, using such sources as the Internet;
- Learn to operate new office technologies as they are developed and implemented;
- Operate electronic mail systems and coordinate the flow of information both internally and with other organisations;
- Operate office equipment such as copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications;
- Perform any other duties that may be assigned from time to time.

4. 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 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, both verbally and written, in the Maltese and English languages (Level B2 of the Common European Framework of Reference for Languages), or equivalent;
- (iv) in possession of:
 - (i) (a.) The certificate in Administrative and Secretarial Studies issued by MCAST or an appropriate comparable qualification; OR
 - (b.) A Secondary Education Certificate showing passes in at least five (5) subjects, including Maltese, English Language and Mathematics at Ordinary Level (Grades 1-5) and two (2) passes in Advanced Matriculation Level or equivalent, which may include any of the five (5) passes offered at Ordinary Level.

(ii) The European Computer Driving Licence (ECDL) certificate or equivalent.

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

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 concerned by the date of the interview.

Prospective applicants should note the requirement to produce MQRIC recognitions statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.

5. Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates 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. Selection Procedure

6.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

6.2 The results will be published on the notice board of the school within fifteen (15) working days of the interviews.

7. Submission of Applications

7.1 Applications in the European Curriculum Vitae Format together with a copy of qualifications and experience shall be sent to the Head of School, by not later than noon (Central European Time) of **Monday 12th October 2020**. Applicants are strongly advised not to wait until the last days to submit their applications. Applications can also be sent by email to daniela.demicoli@stfrank.edu.mt Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. All applications will be acknowledged.