



POST OF RECEPTIONIST

San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 605.09 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations) in its recruitment process

San Anton School is seeking to recruit a Receptionist to perform reception duties on a full-time indefinite basis. The Receptionist shall be answerable to the Head of Human Resources or delegate.

Eligibility Requirements

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

- Be proficient in the English and Maltese languages (verbal and written);
- Be in possession of O level standard of education.

Additional qualifications and previous related experience will be considered as an asset.

Required Competencies

- Professionalism;
- Customer-oriented;
- Organizational skills;
- Team player.

Post details

The post of Receptionist is on an indefinite basis with a six-month probation.

The salary pegged to the role of Receptionist is equivalent to an annual gross salary ranging between €20,000 to €23,000.

Additional qualifications and prior similar experience will be considered as an asset.

The successful candidate may be required to undertake additional in-house or external training as a condition of successful conclusion of probationary period.

Key Responsibilities of the Receptionist

- Serving visitors by welcoming and directing them accordingly;
- Notifying school staff of visitors' arrivals;
- Maintaining and operating the telecommunication system;
- Informing visitors by answering or referring queries;
- Directing visitors by maintaining school directory;



- Maintaining daily security by following procedures, monitoring logbooks and issuing visitor badges;
- Assisting in the monitoring of gate and intercom security system;
- Keeping a safe and clean reception area by complying with procedures and regulations;
- Documenting and communicating actions, irregularities to the Head of HR or delegate;
- Distributing parking permits, WIFI codes, vouchers for staff accordingly whilst keeping any necessary records including that of the staff car registrations;
- Assisting in the issuance of permits to be used during dismissal after attendance to extracurricular classes within school;
- Assisting in the dismissal of children after attendance to extra-curricular classes organized in the school.
- Other generic office duties as required by the Head of HR or delegate.

Assessment Criteria and Selection Process

The assessment criteria that shall be adopted during the selection process include the following:

- Knowledge of the role;
- Maturity and fitness for purpose;
- Related experience.

Submission of Applications

Applicants need to submit the below:

- A letter of application detailing the motivation for the application.
- Full CV in Europass format;
- Any other supporting documentation in e-version/scan.

The letter of application along with all accompanying/supporting documents is to be submitted through email on vacancies@sananton.edu.mt by not later than Friday 23rd January 2026. Late applications will not be considered.

Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend an interview.