



## **POST OF ADMINISTRATOR (TRANSPORT)**

*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 an Administrator (Transport) to take care of the school transport infrastructure on an indefinite basis. The Administrator (Transport) shall be accountable to the Operations Manager 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;
- Have a good level of education.

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

### *Required Competencies*

- Excellent communication skills;
- Excellent organization, prioritization and problem-solving skills, attention to detail;
- Cooperative and enthusiastic team player;
- Able to work under pressure and on own initiative.

### *Post details*

The post of Administrator (Transport) is on an indefinite basis with a six-month probation.

The salary for the post in 2026 ranges between €23,000 – €28,000 per annum.

Prior related experience will be taken into consideration.

The Administrator (Transport) will furthermore be entitled to government bonuses, public holidays and vacation leave. In addition to the vacation leave, the Administrator (Transport) will also be entitled to part of the school holidays (namely mid-term holidays, one working week during the Christmas holidays) as per school calendar.

The Administrator (Transport) will be expected to work between 7:30/8:00 and 15:45/16:15 (including a 15-minute break) during the full days schedule (end of September to May) AND between 8:00 and 13:30 during the half days/summer schedule (June to September).

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 Administrator (Transport)*

The role of the Administrator (Transport) is to take care of all the requirements pertaining to transport for students as well as staff and other stakeholders as the need arises.

The main responsibilities of the Administrator (Transport) include:

#### Transport

- Manage and oversee traffic situation within the school premises;
- Collaborate and support the Operations team with carpark management;
- Overall responsible for the co-ordination and management of transport for students and employees when and as necessary;
- Communicating with parents and van drivers on matters related to transport for students;
- Meeting up with clients regarding any transportation needs;
- Co-ordinating and fulfilling supervision needs on each van;
- Appointing and assigning supervisors on the different vans;
- Ensuring arrival and departure of vans happens in a timely manner both upon arrival and dismissal;
- Directly responsible for all the supervisors;
- Taking care of the induction program for all supervisors especially new ones;
- Taking care of transport logistics for outings that happen during the scholastic year as well as during Summer Club;
- Responsible for the transport and logistics for Summer Club;
- Co-ordinate parking services during events;
- Organize the shuttle bus service 'Park and Ride' as required;
- Solving routine problems of limited scope and following specific and detailed instructions.
- Ensuring that health and safety precautions are taken at all times.

#### Others

- Being flexible in working hours including weekends, evenings and holidays within reason;
- Supporting the Operations Manager or delegate according to the exigencies of the service.

### *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 [careers@sananton.edu.mt](mailto:careers@sananton.edu.mt) by not later than Friday 12<sup>th</sup> June 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.