



POST OF ADMINISTRATOR ON FULL-TIME BASIS

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 on full-time indefinite basis. The Administrator shall be answerable to the respective Head 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);
- Have a good level of education.

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

Required Competencies

- Excellent communication and interpersonal 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;
- Knowledge of Microsoft Office applications.

Post details

The post of Administrator is on an indefinite basis with a six (6) month probation.

Prior related experience will be taken into consideration for salary purposes.

The Administrator will furthermore be entitled to government bonuses, public holidays and vacation leave. In addition to the vacation leave, the Administrator 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 will be expected to work between 8:00 and 16:15 (including a 15-minute break) during the full day schedule (mid-September to May) AND between 8:00 and 13:30 during the half days/summer schedule (June to mid-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

- Communicate with parents/guardians and educators as necessary;
- Scheduling of meetings between parents and Head of Sector and/or educators;
- Drafting of any announcements as necessary;
- Supporting the Head of Sector with replacements for educators who are absent on the day;



- Co-ordinating outings including the preparation of announcements, selecting the educators who would accompany the students and other logistic requirements;
- Being responsible or assisting in the preparation of any activity in the Sector as per School Calendar such as, but not limited to, Parents' Day, San Martin Walk, Christmas Performances, Christmas Party;
- Co-ordinating the students' photoshoot;
- Supporting in the preparation and finalization of copies of the examination papers;
- Being responsible for the scheduling of invigilation for any examinations happening in the Sector;
- Assisting the Head of Sector or delegate in the finalization of the book list, stationery list and reading list for the next academic year;
- Assisting in the compilation of time-tables including the use of MySchool;
- Setting up groups on Microsoft Teams;
- Assisting the Head of Sector or her delegate in the allocation of rooms as per final timetable;
- Populating MySchool with class allocation, time-tables and other information;
- Compiling stationery needs for the whole sector;
- Record keeping of any expenditures in line with the approved budget for the sector;
- Performing any generic administrative duties required such as filing, record keeping, minute taking;
- Taking care of any updates required on MySchool pertaining to the educators' sick leave amongst others;
- Preparing time sheets for any supervision or break clubs undertaken by the educators;
- Taking care of the processing of the timesheets to ensure timely payments;
- Other tasks which might be required by the Head of Sector or her 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 careers@sananton.edu.mt by not later than Friday 9th October 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.