



POSITION OF DIRECTOR (OPERATIONS & DEVELOPMENT)

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 Director (Operations & Development) on full-time basis. The Director (Operations & Development) will be answerable to the Head of School or delegate and finally accountable to the School Board.

Eligibility Requirements

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

- Be in possession of a Master's Degree (MQF Level 7 qualification) in Business Administration, Management, Public Administration or a related field AND a minimum of five (5) years' senior management experience;

OR

- Be in possession of a Bachelor's Degree (MQF Level 6 qualification) in one of the above fields AND a minimum of seven (7) years' senior management experience.

Professional certifications in project management, operations management or quality assurance will be considered an asset.

Required Competencies

- Strategic Thinking.
- Leadership Excellence.
- Operational Management.
- Stakeholder Management.
- Results Orientation.
- Innovation and Continuous Improvement.
- Team Development.
- Accountability.
- Communication and Influence.
- Organisational Awareness.

Position summary

The Director (Operations and Development) is the senior executive responsible for the School's non-educational operations and commercial development. The role enables the Head of School to focus on educational leadership by providing strategic leadership and oversight of the School's operational, administrative and developmental functions. The role ensures that the School's resources, facilities, systems and support services effectively contribute to the achievement of the School's educational mission and strategic objectives.

The Director is a key member of the Senior Leadership Team, leading operational excellence, organisational development, resource management, compliance, risk management, and administrative services while supporting sustainable growth and continuous improvement across the School.

The role does not carry responsibility for curriculum, pedagogy, teaching quality or academic leadership. It works in partnership with the Head of School to ensure that operational decisions support, and do not compromise, the School's educational mission.

Position details

The position of Director (Operations & Development) is on a full-time definite basis with a four-year term including one-year probation. The role will change to an indefinite role following a positive recommendation from the Head of School endorsed by the School Board upon the successful completion of the four-year tenure. The Director (Operations & Development) will be answerable to the Head of School or delegate and finally accountable to the School Board.

The Director shall normally work 40 hours per week; however, additional hours may be required to meet operational needs and organisational priorities. Given the nature of the role, flexibility in working hours is expected, including attendance during evenings and outside standard working hours to oversee and support School events and activities as necessary. Furthermore,

- The role requires regular presence on School grounds and participation in School events, meetings and activities.
- The Director is expected to maintain a high level of visibility throughout the School and to respond promptly to operational matters as they arise.
- Annual leave and other entitlements shall be in accordance with the School's policies and applicable employment legislation.
- The post may require availability outside normal working hours in cases of emergencies, critical incidents or urgent operational matters.
- The role requires occasional travel locally and overseas in connection with trade shows, events and development opportunities.

Key Responsibilities

1. Strategic Leadership & School Development

- Contribute to the development and implementation of the School's strategic plan.
- Lead organisational development initiatives that enhance operational efficiency and service delivery.
- Support the Head of School and Senior Leadership Team in achieving institutional goals and objectives.
- Develop and monitor key performance indicators for operational and administrative functions.
- Drive innovation and continuous improvement initiatives across the School.

2. Operations Management

- Oversee the day-to-day operational functions of the School.
- Ensure efficient management of facilities, transport, security, maintenance and cleaning services.
- Develop operational procedures and systems that support effective School functioning.
- Monitor service standards and implement corrective measures where required.
- Coordinate operational planning for School events, activities and major initiatives.

3. Facilities & Infrastructure

- Lead the planning, maintenance and development of School facilities and infrastructure.
- Ensure that facilities are safe, functional and conducive to teaching and learning.
- Coordinate refurbishment, expansion and capital development projects.
- Manage relationships with contractors, suppliers and service providers.
- Monitor compliance with health and safety regulations.

4. Administration & Support Services

- Oversee all administrative operations and support functions.
- Ensure the efficient management of School administrative processes.
- Develop and maintain effective administrative systems and procedures.
- Promote a culture of professionalism, responsiveness and customer service excellence.
- Ensure effective communication systems throughout the organisation.

5. Purchasing & Sourcing

- Oversee the procurement of goods, services, equipment, furniture, technology, and capital projects.
- Obtain and evaluate quotations, tenders, and proposals in accordance with established procurement procedures.

- Ensure fair, transparent, and competitive procurement processes.
- Negotiate pricing, service levels, warranties and contractual terms with suppliers.

6. Compliance, Governance & Risk Management

- Ensure compliance with all relevant legislation, regulatory requirements and School policies.
- Lead risk management and business continuity planning processes.
- Develop and implement operational policies and procedures.
- Coordinate audits, inspections and compliance reviews.
- Safeguard the School's assets, reputation and operational integrity.

7. Development & Growth Initiatives

- Develop and maintain a pipeline of operationally viable opportunities that support the School's mission and long-term sustainability.
- Lead the development of after-school programmes, holiday activities, events and other appropriate services outside the core educational provision.
- Build and manage partnerships with programme providers, community organisations, sponsors and corporate partners, and identify relevant local, EU and other external funding opportunities.
- Lead approved initiatives from concept through implementation, including appropriate commercial and contractual arrangements, and monitor their financial and operational performance.
- Ensure all initiatives and revenue-generating activities remain consistent with the School's values, safeguarding responsibilities and educational environment.
- Attend trade shows and events locally and overseas for new ideas and opportunities and to remain at the forefront of educational activities.

8. Leadership & Team Management

- Lead, mentor and develop administrative and operational teams.
- Foster collaboration, accountability and high performance.
- Conduct performance reviews and support employee development.
- Build a positive and inclusive workplace culture.
- Encourage innovation and continuous professional growth.

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 Monday 9th November 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.

Assessment Criteria and Selection Process

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

- Management and Leadership competencies;
- Collaboration with different teams and stakeholders;
- Vision of the role;
- Professional maturity and fitness for purpose;
- Experience;
- Additional qualifications.