



Haileybury Malta

School Secretary
For September 2023



About Haileybury Malta

It gives me great pleasure to welcome you to Haileybury Malta. The school itself, opening to pupils in Years 3-8 in September 2023 in Villa Aspinall, Tarxien, and then in the Royal Naval Hospital in Mtarfa, from September 2024, will be offering an exceptional, rounded education to its pupils. The following years will see the school open up to pupils aged 3-18 and will offer boarding. The restoration of the former Royal Naval Hospital in Mtarfa is currently being undertaken and will be one of the most spectacular school buildings in the world once complete.

Our sister school, Haileybury UK, will support our wonderful school as we open up to different year groups in the initial phases. We will follow a wholly British Curriculum, leading to the International Baccalaureate Diploma Programme for our VIth form pupils. The IB Programme will allow both our local and international students greater flexibility in their choice of university and the country in which they wish to study. English will be the main language throughout the school, and additional support will be in place for those pupils requiring it.

As well as academic excellence, Haileybury Malta pupils will learn to manage their own wellbeing and to develop the necessary skills needed in order to lead happy and fulfilling lives. Whilst pastoral support will be an area of particular focus, pupils will also benefit from opportunities to explore their passions and talents outside of the classroom with a rich co-curricular programme on offer.

To find out more about our vision, please visit [our website](#) and watch our [introductory film](#).

Interviews are expected to take place in early August.
Applicants should be currently residing in Malta.

I hope you can sense my excitement and wish to be part of this unique adventure.

Louise Salmond Smith
Founding Head
head@haileyburymalta.com



General Responsibilities of Office Staff

All members of the Office Staff are responsible for sharing information and for dedicating themselves to provide an efficient, confidential, co-operative and friendly service to all sections of the School. This requires the Office Staff to accept a commitment to combine their functions, often in ad hoc ways, to everyone's mutual advantage. Such sharing of roles will occur, typically, when the telephone is busy and when visitors or deliveries arrive. Role sharing and mutual help are required at very busy times, such as the beginning and end of term when, for example, reports and invoices are despatched to parents.

The School Secretary

The post involves the day to day administration of the School, the control and organisation of the School Office, and undertaking accountancy tasks.

Detailed Tasks

The primary function of the School Secretary is the provision of daily administrative support for the School. The responsibilities include:

- ◆ Accounting tasks relating to invoicing, billing and payroll.
- ◆ Management of information received in the Office.
- ◆ Preparing and posting daily attendance lists for breakfast club, classes, sports, after school clubs and teas, activities, minibus and late rooms. Maintenance of class registers.
- ◆ Calculating charges for activities and extras as required and passing this information onto the Finance Office in time for end of term billing.
- ◆ Welcoming and escorting of visitors to their destination.
- ◆ Acting as the immediate point of contact with parents.
- ◆ Dealing with pupil problems.
- ◆ Responding to emails within the designated 24 hour turnaround time.
- ◆ Ensuring that telephone calls are dealt with in a timely and efficient manner.
- ◆ Control of all incoming and outgoing mail
- ◆ Control of the School's database and entering pupil information.
- ◆ Control of the School's communication and messaging systems
- ◆ Overall control of the school stationery and its budget.
- ◆ Control of access into the School Office.
- ◆ Coordination of the end of term mailings, ensuring they are promptly despatched three times per year.
- ◆ Providing administrative assistance for school events e.g. Prize Giving, Harvest Festival, as appropriate.
- ◆ Responding to ad hoc requests from staff for reports and assistance.
- ◆ Maintaining efficient filing of information in hard or electronic copy.

Person Specification

Criteria	
Essential Qualifications	<p>Good standard of education A Level Accountancy Fluent in English Digitally literate and proactive in learning how to use new IT packages</p>
Desired Experience, Knowledge and Understanding	
Other	<p>Organisational skills and ability to prioritise throughout the working day Excellent interpersonal skills and telephone manner Excellent verbal and written communication skills Excellent IT and administrative skills Understanding of the need for confidentiality at all times Diplomacy tact, discretion and trustworthiness A flexible approach to hours and duties The desire to undertake further training as may be required in order to fulfil duties appropriately Must enjoy working with children in a school environment The ability to administer First Aid, or a willingness to be trained, will be an advantage</p>
Hours	<p>This is a full time role, 9am-6pm Monday to Friday during term time During the school holidays, four hours per day (flexible) Holiday may only be taken during the school holidays.</p>
Other	<p>Haileybury Malta is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with students.</p> <p>This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.</p>