



# Haileybury Malta

**Head's PA and Admissions**

**For Spring 2026 or earlier if possible**



# Welcome from the Founding Head

It gives me enormous pleasure to welcome you to Haileybury Malta. I am exceptionally proud of our marvellous school, which opened to pupils of 15 different nationalities from Years 3-8 in September 2023, expanding rapidly to accommodate Years 1-10 from September 2024. From September 2025 we will accommodate pupils from Reception to Year 11, expanding to 3-18 from September 2027. We are currently based at Villa Aspinall, a temporary campus close to the UNESCO World Heritage Site of the Tarxien Temples, whilst we await completion of the restoration of our permanent home in the old Royal Naval Hospital in Mtarfa. We will move to Mtarfa during 2026.

Our sister school, Haileybury UK, has supported us in our founding year and will continue to do so as we evolve and expand. We teach a wholly British curriculum including the Cambridge IGCSE courses and, once accredited, the IB Diploma Programme. This path will allow both our local and international students greater flexibility in their choice of university and the country in which they wish to study.

As well as academic excellence, Haileybury Malta pupils learn to manage their own wellbeing and to develop the necessary skills needed in order to lead happy and fulfilling lives. We are a PSB (Pre-Senior Baccalaureate) school and the core skills of Leadership, Collaboration, Thinking and Learning, Independence, Reviewing and Improving, and Communication are embedded throughout our pupils' daily lives. Whilst pastoral support is an area of particular focus, pupils also benefit from opportunities to explore their passions and talents outside of the classroom with a rich co-curricular programme on offer. Our four houses - Angelo, Chambray, Elmo and Rocco - are all named after Maltese forts, and pupils enjoy engaging in regular inter-house competitions.

This is a wonderful opportunity for talented, proactive, dedicated teachers to build on their experience and help shape the future of the school by ensuring that it is a hub of academic excellence and ambition. Living in Malta offers many rewards, with its rich cultural history and presenting a wide range of outdoor activities.

We have a very strong staff team and an exceptionally supportive parent body. We are very proud of our journey so far and look forward to our wonderful school growing over the coming years. Our pupils are a genuine delight to know and nurture. To find out more about how we are turning a vision into a thriving community and hub of innovative learning, please visit [our website](#) and watch our [introductory film](#). For the most recent day-to-day adventures in school, please visit our [Facebook](#) or [Instagram](#) pages.

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

**Louise Salmond Smith**  
**Founding Head**



RESPONSIBLE TO: Head

PURPOSE OF THE POST: To provide secretarial and administrative support to the Head and, where appropriate, other senior staff

KEY DUTIES: Personal Assistant responsibilities:

- ◆ Providing high quality and timely administrative support of a confidential nature.
- ◆ Ensuring that all visitors, internal and external, are welcomed in an appropriate manner
- ◆ Attending meetings as required by the Head and taking and distributing minutes as appropriate
- ◆ Liaising with the Head on behalf of staff as required
- ◆ Managing a complex diary, with confidence to make decisions without referral to the diary owner, always looking up to 12 months in advance and ensuring effective use of time
- ◆ Managing the Head's diary and appointments. This will include liaising with parents, staff, Governors and outside organisations.
- ◆ Managing incoming/outgoing correspondence to ensure that information meets the needs of the recipients. This may include writing letters, briefing reports and any other communications, maintaining the appropriate tone and style.
- ◆ Opening all post addressed to the Head, distributing it to relevant persons for action and drafting responses for the Head where appropriate.
- ◆ Dealing with all initial approaches to the Head from staff or parents and ensuring that the Head is briefed to enable an appropriate response.
- ◆ Providing a high standard of secretarial service to the Head. This will include drafting letters, minutes, meeting agendas, schedules and reports.
- ◆ Assisting the Head in the preparation of the Head's report for Governor's and Management Board meetings.
- ◆ Scheduling all prospective parent visits involving the Head.
- ◆ Arranging international and domestic travel including booking flights, visa administration, taxis, and accommodation
- ◆ Any other duties as may be reasonably required by the Head.

Event Management:

- ◆ Providing logistical and administrative support for the organisation of School events and functions. Working with the event lead to understand the scope of the event, managing all requirements and supporting delivery.
- ◆ Managing the Head's social diary and liaising with the Catering Manager for all social events as appropriate.
- ◆ Attending and assisting with various School functions to include Speech Day at the request of the Head.

Office Management:

- ◆ Acting as the first point of contact for internal and external stakeholders and ensure the smooth running of the office by reviewing and maintaining office systems and procedures in order to enhance, develop and implement effective delivery
- ◆ Managing the end of term and mid termly printing of reports
- ◆ Taking care of day to day operations for the Head and admin department
- ◆ Preparing and distributing the weekly school bulletins
- ◆ Providing administrative support to other members of the Head's Senior Management Team as required
- ◆ Working alongside the School Secretary to ensure the school's MIS system is current and updated when appropriate for pupil and parent contact details
- ◆ Managing the Head's office and maintaining pupil files and staff personnel files
- ◆ Ensuring the Head up to date and briefed on appropriate staff matters and school business

## Person Specification

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| <b>Criteria</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Essential Qualifications</b>                        | <p>Good standard of education</p> <p>Fluent in English</p> <p>Digitally literate and proactive in learning how to use new IT packages</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Desired Experience, Knowledge and Understanding</b> | <p>Must have prior experience of a busy office environment</p> <p>Experience of using SIMS or similar software</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Other</b>                                           | <p>Excellent organisational skills and ability to prioritise throughout the working day</p> <p>Excellent interpersonal skills and telephone manner</p> <p>Excellent verbal and written communication skills</p> <p>Excellent IT and administrative skills</p> <p>Understanding of the need for confidentiality at all times</p> <p>Diplomacy, tact, discretion and trustworthiness</p> <p>A flexible approach to hours and duties</p> <p>The desire to undertake further training as may be required in order to fulfil duties appropriately</p> <p>The ability to administer First Aid, or a willingness to be trained, will be an advantage</p> |
| <b>Hours</b>                                           | <p>This is a full time role, 8am-5pm Monday to Friday during term time</p> <p>During the school holidays, four hours per day (flexible)</p> <p>Holiday may only be taken during the school holidays.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Other</b>                                           | <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>                                                                                                                                                                                             |

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. Pre-employment checks are made in line with those required in both the UK and Malta, and a Social Media check on all shortlisted applicants.

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.

Haileybury Malta is an Equal Opportunities employer.

Please send your [completed application form](#) and a covering letter to [head@haileyburymalta.com](mailto:head@haileyburymalta.com) by 1 December 2025.

