



Haileybury Malta

School Secretary

For Immediate Start

(or as soon as 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. 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 be based in Mtarfa from September 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 which will be followed by the 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. 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](#).

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

Louise Salmond Smith
Founding Head



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.

It is essential that all employees of Haileybury Malta have a good understanding of Safeguarding culture and take our collective responsibilities towards keeping children safe very seriously. Training will be given, but a vigilant mindset is most important.

The School Secretary

The post involves the day to day administration of the School, the control and organisation of the School Office, and undertaking basic 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 classes, sports, after school clubs, activities and buses.
- ◆ Maintenance of class registers through SIMS (training will be given)
- ◆ Calculating charges for activities and extras as required and passing this information onto the Finance Office in time for end of term billing.
- ◆ Welcoming, signing in and escorting of visitors to their destination.
- ◆ Acting as the immediate point of contact with parents.
- ◆ 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 (SIMS) 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.
- ◆ Liaising with our partner agencies for issues relating to cleaning and catering staff.
- ◆ First point of contact for Health and Safety issues relating to the school premises.

Person Specification

Criteria	
Essential Qualifications	<p>Good standard of education Fluent in English Digitally literate and proactive in learning how to use new IT packages</p>
Desired Experience, Knowledge and Understanding	<p>EU Citizenship or Long-Term Residency</p>
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, 8am-5pm 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>

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.

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Haileybury Malta is an Equal Opportunities employer.

Please send your [completed application form](#) and a covering letter to head@haileyburymalta.com.

