

Job Description

Maintenance Officer

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practices and pre-employment background checks to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and are expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication, and empathy through our professional work and relationships within our community.

Reports to: Head of Maintenance/Facilities Manager/Senior Leadership Team

Purpose of Role

To support the effective operation of the school's facilities by carrying out routine maintenance, repairs and inspections, ensuring that all buildings, equipment and outdoor areas are maintained in a safe, clean and functional condition.

The Maintenance Officer contributes to a secure and compliant environment that supports the well-being of students, staff and visitors, in line with the School's health and safety obligations and operational standards.

Key Responsibilities

- Perform general maintenance tasks across the school campus, including painting, minor electrical and plumbing repairs, carpentry, and general repairs.
- Carry out preventative maintenance and respond promptly to ad hoc maintenance requests.
- Ensure classrooms, corridors, staff areas and external spaces are safe, clean, and ready for daily use.

- Assist in setting up and dismantling facilities for school events and activities, occasionally outside normal hours.
- Participate in daily operational duties such as bus arrival and departure supervision, ensuring the safety of students.
- Support colleagues by covering duties during absences or periods of high workload.
- Adhere to VIS Health & Safety, Safeguarding, and Data Protection policies at all times.
- Report hazards, damages or risks promptly to the Head of Maintenance.
- Undertake any other reasonable duties as requested by the Head of Maintenance, Head of School, or Senior Leadership Team in line with the operational needs of the school.

Skills, Competencies & Personal Qualities

- Kind, respectful and child-friendly, with awareness of safeguarding guidelines.
- Practical skills in general maintenance;
- Certification as an Electrical Installer (Licence A or B) or an MQF Level 3/4 qualification in Electrical Installations is an advantage.
- Knowledge of plumbing or carpentry is also desirable.
- Positive work ethic, reliability and initiative in problem-solving.
- Able to work collaboratively within a small team.
- Respectful of the school environment and community values.
- Flexibility in working hours is required to support the operational needs of the School.
- Fluent spoken English. Maltese language is an asset.
- The duties and responsibilities of this post may evolve in line with the operational needs of the school.