



Job Description

HR Coordinator

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practice 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 HR

Purpose of Role

The HR Coordinator supports the effective delivery of HR operations across the School, ensuring smooth coordination of employee lifecycle processes, HR administration, onboarding, and compliance activities.

The role acts as a key point of contact for employees and managers on day-to-day HR matters while supporting a professional, organised and compliant working environment aligned with the School's policies and values.

Key Responsibilities

- Coordinate onboarding and offboarding processes for teaching and support staff, ensuring documentation, contracts, systems access and records are completed accurately and within established timelines.



- Maintain accurate and confidential employee records in line with GDPR, internal policies and statutory record-keeping requirements.
- Prepare employment documentation including contracts, letters, forms and HR correspondence.
- Monitor probation periods and support timely follow-up with managers and HR.
- Maintain and update organisational charts, HR trackers, employee files and job descriptions.

Recruitment & Employee Support

- Support recruitment processes including job postings, interview coordination, candidate communication and onboarding preparation.
- Act as a first point of contact for day-to-day HR queries, providing guidance on standard HR processes and escalating more complex matters where appropriate.
- Support employees and managers professionally and confidentially across routine HR matters.
- Coordinate documentation and administrative processes related to work permits, visa applications, Identità Malta requirements and employee registrations.
- Support compliance with Maltese employment legislation, GDPR, safeguarding obligations and Health & Safety requirements.
- Support annual administrative processes including teacher warrants, NoE applications, LSE documentation and statutory submissions.
- Liaise with internal departments and external authorities to ensure HR documentation and processes remain accurate and compliant.

Operations

- Support payroll preparation activities, ensuring HR data and employee changes are communicated accurately and within deadlines.
- Coordinate employee benefits administration including health insurance and related documentation.
- Support preparation of HR reports, trackers and operational data as required by the Head of HR.
- Contribute to the smooth and efficient running of HR operations through effective organisation, coordination and follow-up.



- Support implementation and improvement of HR procedures, systems and administrative practices.
- Assist with HR projects, staff initiatives and employee engagement activities where required.
- Support the ethos and values of the school in all interactions with staff and stakeholders.

Qualifications & Experience

- Bachelor's Degree in Human Resources, Business Administration, Psychology or a related field.
- 2-3 years' experience in HR administration, recruitment or employee lifecycle coordination.
- Familiarity with Maltese employment processes and regulatory requirements is considered an asset.
- Candidates **must** be eligible to work in Malta and the European Union at the time of application.

Skills and Competencies

- Good understanding of HR processes and employment practices.
- Strong organisational and administrative skills with attention to detail.
- Excellent command of English, both written and spoken, is essential.
- Ability to handle sensitive and confidential information with discretion.
- Ability to manage multiple tasks and priorities effectively.
- Proficiency in Google Workspace and cloud-based services and HR systems.
- Proactive, solution-oriented approach to work.

Applications should be sent to: sciberrasf@verdala.org

Verdala International School is committed to safeguarding and promoting the welfare of children. All appointments are subject to safer recruitment practices and background checks.