

Job Description

Maintenance Officer

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 his/her 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 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.

Purpose of Role

To provide a high standard of general maintenance and upkeep across the school campus, ensuring that classrooms, common areas, and outdoor spaces are safe, functional, and welcoming. The role supports the daily operation of the school and contributes to the smooth running of school events and activities.

Reports to: Head of Maintenance and Facilities Manager

Member of: Maintenance team

Key Duties & 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.
- 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.

August 2025