



## Job Description

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### HR Generalist

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.

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### Purpose of Role

**Reports To:** Head of HR

The HR Generalist supports the effective delivery of human resources operations across the School. The role focuses on employee lifecycle management, HR administration, and ensuring compliance with Maltese employment legislation and internal policies.

The HR Generalist acts as a first point of contact for HR-related queries, providing guidance to employees and managers while supporting a professional, compliant and well-functioning workplace.

### General Duties & Responsibilities

- Coordinate onboarding processes for new employees, ensuring documentation, contracts, and system access are completed prior to commencement.



- Prepare employment contracts, offer letters and associated documentation.
- Monitor probation periods and support managers in the process.
- Manage offboarding processes, ensuring completion of documentation and communication with stakeholders.
- Support recruitment processes including job postings, candidate communication and interview coordination.
- Assist managers throughout the recruitment process, ensuring a smooth candidate experience.
- Act as a point of contact for employee queries, providing guidance on HR policies and procedures.
- Support and contribute to the handling of employee relations matters, including performance management and disciplinary processes, ensuring consistency and alignment with HR policies.
- Assist in preparing documentation and participate in meetings related to employee relations cases.
- Provide guidance to managers on the application of HR policies and procedures, escalating complex matters where appropriate.
- Maintain accurate, up-to-date and confidential employee records in line with GDPR and School policies.
- Ensure HR documentation is complete, accurate and audit-ready.
- Prepare and submit documentation required by local authorities within established deadlines.
- Support annual administrative processes such as teacher warrants and NoE applications.
- Liaise with internal departments (Finance, IT, Wellbeing) to support HR processes.
- Support processes related to employment of international staff, including documentation for work permits and registrations.
- Assist in ensuring compliance with relevant regulations and timelines.
- Contribute to the implementation and continuous improvement of HR processes and procedures.
- Support consistency and best practice across HR operations.
- Apply a working knowledge of Maltese employment legislation in day-to-day HR activities, with guidance from the Head of HR where required.
- Exercise sound judgement in day-to-day HR matters within established guidelines.
- Build positive working relationships with staff and managers.



- Provide support to the Head of HR on HR initiatives and projects.
- Contribute to the effective running of the HR function.
- Support the ethos and values of the school in all interactions.

### **Qualifications**

- Bachelor's Degree in Human Resources, Business Administration, Psychology or a related field.
- Minimum of 2-3 years' experience in an HR or recruitment role.
- Candidates must be eligible to work in **Malta and the European Union** at the time of application.
- Experience within an international organisation is considered an asset.

### **Skills and Competencies**

- Good understanding of HR processes and employment practices.
- Knowledge of Maltese employment legislation and compliance requirements.
- 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.

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### **Application deadline: 23rd April 2026**

Applications should be sent to: [sciberrasf@verdala.org](mailto: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.