



Verdala  
INTERNATIONAL SCHOOL

# Job Description

## *Whole School Receptionist*

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 necessary to ensure the success of our school.

### **Purpose of Role**

Reports to: Head of School/Financial Controller

Member of: Admin Support Staff

### **General Duties & Responsibilities**

- Manage Reception Area
- Administration Support.
- Manage and Source School Merchandise.
- Other related duties as assigned from time to time by the Head of School or the Financial Controller

### **Specific Duties and Responsibilities**

#### **Administrative**

- Managing School Transport.
- Distributing School Mail and Deliveries.
- Assisting the Whole School Admin Team.
- Organising School Media- Videos, Photos
- Organising or Assisting with School Marketing and Publications
- Order School Stationery
- Assisting with School events
- Managing the Online Whole School Calendar.
- Disseminating and collecting forms and information from teachers and students.
- Issuing School letters on behalf of the School.
- Perform other related duties as required and determined by the Head of School.

#### **Qualifications**

- Ordinary Level of Education
- ECDL Advanced Level (desired but not required)
- Diploma in Secretarial Level (MCAST) or equivalent (desired but not required)
- Experience in Video and Magazine Editing, or Graphic Design Software(desired)
- Experience working with the public
- Experience working directly with teachers, school leaders and students in an international educational setting.

#### **Skills and Competencies**

- English language fluency: speaking, reading, writing, listening
- Maltese language communication skills: speaking and listening
- Effective communication skills: speaking, reading, writing, listening
- Demonstrates superior interpersonal and organizational skills



Verdala  
INTERNATIONAL SCHOOL

# Job Description

## *Whole School Receptionist*

- Demonstrated ability to use sound judgement
- Proficient user of technology as it applies to all VIS applications
- Embraces cultural diversity
- Values collaboration and teamwork Flexible, resilient, and the ability to multi-task

**August 2021**