



CHISWICK HOUSE SCHOOL

Role: Premises Middle Leader – Full-time

Reporting to: Senior Middle Premises Leader

Chiswick House School and St Martins College, leading educational institutions in Malta, inspire excellence and build character. Our mission has always been to provide outstanding education and to assist in our learners' transformation to become happy and successful lifelong individuals.

Our wonderful community of 350 employees is committed to every learner's bright future and aspires to be creative learners able to confidently face new challenges in a fast-paced changing world.

We are currently inviting applications from qualified and inspirational individuals to join our dynamic team.

Chiswick House School is looking to hire an enthusiastic, and self-driven Premises Middle Leader. The Premises Middle Leader is responsible for the efficient management and maintenance of the school premises, ensuring a safe, clean, and conducive environment for pupils, staff, and visitors. The Premises Middle Leader will oversee various aspects of premises management including facilities maintenance, health and safety compliance, security, and emergency preparedness.

Duties:

- **Premises Management:**
 - Conduct regular inspections of the school premises to identify maintenance needs.
 - Maintain records of maintenance activities and ensure timely completion of tasks.
 - Competent in assisting the maintenance department where necessary with basic installations and management of school assets.
- **Security:**
 - Implement security protocols to safeguard the school premises against unauthorized access, vandalism, and theft.
 - Monitor security systems, including CCTV cameras and alarms, and respond to security incidents as needed.

- **Environmental Management:**
 - Promote sustainability initiatives within the school premises, such as waste reduction, energy conservation, and recycling programs.
 - Ensure compliance with environmental regulations and standards, including waste disposal and pollution control measures.

Requirements:

- Minimum of 2 years' experience in a similar role.
- O Level qualifications in Maths, English and Maltese.
- Experienced in electrical and plumbing installations. Proof of Electrical Licences A&B will be considered an asset.
- Knowledge of Health and Safety standards with a keen eye for student safety in schools.

The role of Premises Middle Leader will require full-time on-site presence at Chiswick House School from 06.30am - 15.00. Due to the role's nature, overtime hours may also be required.

Interested candidates are to send an email to recruitment@chsmc.edu.mt not later than Friday 17th May 2024.