

Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjeg	Amministratur tal-Iskola għall-Iskejjel tal-Istat



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQL-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

L-Amministratur tal-Iskola għall-Iskejjel tal-Istat huwa responsabbli għall-amministrazzjoni mhux kurrikulari tal-bini u l-facilitajiet tal-iskola taht il-gwida u d-direzzjoni tal-Kap tal-Iskola u/jew id-delegat tagħhom u f'kollaborazzjoni mal-iskola rispettiva, il-Kulleġġ u l-Uffiċjali tal-MES.

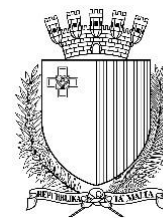
Id-dmirijiet ta' Amministratur tal-Iskola għall-Iskejjel tal-Istat jinkludu:

- i. jimmaniġġja u jkun responsabbli għall-bini fiżiku u l-facilitajiet tal-iskola matul il-hin kollu meta l-iskola tkun qed tintuża;
- ii. jiżgura li l-miżuri u l-istandards kollha tas-saħħa u s-sigurtà jkunu fis-sehħ għall-utenti kollha tal-iskola;
- iii. jikkoordina u jiżgura l-implimentazzjoni tat-tiswiġa u l-manutenzjoni ġenerali, it-tindif ġenerali, il-ġardinagġ u l-pajsagġ, is-sigurtà u s-sigurtà tal-facilitajiet kollha tal-iskola;
- iv. jiżgura li s-sinjali, is-CCTV, it-tifi tan-nar, il-kutri tan-nar, l-allarmi, id-defibrillaturi u s-sistemi relatati l-oħra kollha jkunu installati u miżmuma b'mod adegwat;
- v. jistabbilixxi standards ta' kwalità fuq il-kompiti kollha mwettqa mill-impjegati mhux akkademiċi kollha, filwaqt li jiżgura li dawn il-kompiti kollha jitwettqu b'mod effiċjenti u ekonomiku fi hdan skadenzi miftiehma;
- vi. jipprioritizza, jassenja u jikkoordina x-xogħol kollu relatat mal-bini u l-facilitajiet tal-iskola;
- vii. jippromwovi u jzomm Prattiki, kundizzjonijiet u ambjent tax-xogħol sikuri, għall-impjegati, l-istudenti u l-utenti tal-iskola kollha;
- viii. jeżerċita għidizzju u inizjattiva indipendenti fil-koordinazzjoni tax-xogħlijiet relatati kollha filwaqt li jagħmel rakkomandazzjonijiet għal xogħlijiet ta' rimedju li għandhom isiru taht id-direzzjoni tal-Kap tal-Iskola;
- ix. jiżgura li l-ordnijiet u l-ħlasijiet kollha jiġu rreġistrati f'konformità shiħa mar-regolamenti kollha tal-akkwist pubbliku u dawk finanzjarji tal-gvern;
- x. jkun familjari mal-prinċipji, il-prattiki, l-ghodda, it-tagħmir u l-materjali użati fil-kostruzzjoni u fil-fażijiet kollha tat-tiswiġa u l-manutenzjoni ġenerali, it-tindif ġenerali, il-ġardinagġ u l-pajsagġar u s-sigurtà;
- xi. jkun jaf it-tqassim fiżiku tal-bini u l-facilitajiet tal-iskola u li jipprovdi aċċess għaž-żoni kollha lill-persuni awtorizzati;
- xii. jinvestiga u jikteb rapporti dwar incidenti u/jew ħsarat lil facilitajiet u/jew tagħmir u li jaqra, jikteb u jhejji rapporti u korrispondenza;
- xiii. jhejji u jikkalkula stimi dwar il-materjali u l-ispiza għal xogħlijiet ta' rimedju u li juża proċeduri ta' akkwist pubbliku biex jakkwista materjali, għodda u servizzi kif meħtieġ;
- xiv. jikkomunika b'mod effettiv bil-fomm u bil-miktub kif meħtieġ u li jkun jista' jahdem taht pressjoni;

- xv. jikkoordina u jiffacilita l-prenotazzjoni u l-użu tal-facilitajiet tal-iskola minn partijiet terzi;
- xvi. jsegwi t-taħriġ ipprovdut fil-First Aid u jwettaq id-dmir ta' first aider jekk u meta meħtieġ;
- xvii. jsegwi t-taħriġ provdut fis-sigurtà biex iżomm l-oġġla standards ta' sigurtà tal-bini, il-facilitajiet u l-utenti tal-iskola l-hin kollu;
- xviii. kwalunkwe komputu relatat ieħor, li l-Kap tal-Iskola jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xix. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	School Administrator for State Schools



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The School Administrator for State Schools is responsible for the non-curricular administration of the school building and facilities under the guidance and direction of the Head of School and/or their delegate and in liaison with the respective school, College and MES Officials.

The duties of a School Administrator for State Schools include:

- i. managing and being responsible for the school physical building and facilities during all the time when the school is in use;
- ii. ensuring that all the health and safety measures and standards are in place for all school users;
- iii. co-ordinating and ensuring the implementation of the general repair and maintenance, general cleaning, gardening and landscaping, safety and security of all the school facilities;
- iv. ensuring that signage, cctv, fire extinguishers, fire blankets, alarms, defibrillators and all other related systems are adequately installed and maintained;
- v. setting quality standards on all tasks carried out by all non-academic employees, ensuring that all such tasks are carried out efficiently and economically within agreed timeframes;
- vi. prioritizing, assigning and coordinating all the work relating to the school premises and facilities;
- vii. promoting and maintaining safe working practices, conditions and environment, for all employees, students and school users;
- viii. exercising independent judgement and initiative in coordinating all the related works whilst making recommendations for remedial works to be undertaken under the direction of the Head of School;
- ix. ensuring that all orders and payments are recorded in full compliance with all of the public procurement and government financial regulations;
- x. being familiar with the principles, practices, tools, equipment and materials used in construction and in all phases of general repairs and maintenance, general cleaning, gardening and landscaping and security;
- xi. knowing the physical layout of the school premises and facilities and provide access to authorised personnel to all areas;
- xii. investigating and writing reports on accidents and/or damages to facilities and/or equipment and reading, writing and preparing reports and correspondence;
- xiii. preparing and calculating estimates on materials and cost for remedial works and using public procurement procedures to procure materials, tools and services as required;
- xiv. communicating effectively orally and in writing as required and being able to work under pressure;

- xv. co-ordinating and facilitating the booking and use of school facilities by third parties;
- xvi. follow training provided in first-aid and carry out the duty of a first aider if and when required;
- xvii. follow training provided in security to uphold the highest safety standards of the school premises, facilities and users all the time;
- xviii. undertake any other related tasks, which the Head of School may delegate to him/her, as may be required; and
- xix. any other duties as directed by the Principal Permanent Secretary.