

Job Description Administrator - Children's Homes

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| JOB TITLE: | Administrator – Children's Homes |
| EMPLOYMENT BASIS: | 20 hours Part Time |
| DIVISION: | Children's Homes |
| LOCATION: | Dar Sagra Familja, Zabbar |
| REPORTS TO: | Home Manager/s |
| Deadline: | |

ROLE PROFILE: The Administrator forms part of a team of workers of the Children's Homes of Fondazzjoni Sebħ. S/he is required to work hand in hand with the Home Managers of the Residential Homes they will be assisting. The selected candidate will work under the guidance and supervision of the Home Manager and will be assigned various responsibilities related to the day-to-day running of the Residential Homes.

TERMS AND CONDITIONS: The Administrator is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is part-time and subject to four months probationary period. The person appointed is be subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

KEY RESPONSIBILITIES: **Administrative Duties:**

General Duties:

- Assist the managers in all administrative tasks to ensure the smooth running of the Residential Homes;
- Attend supervision and training as required;
- Keep an up-to-date filing system;
- Be responsible for servicing, maintenance and upkeep of vehicles;
- Compiling of maintenance needs and liaising with Central Office for the co-ordination of in-house maintenance works;
- Supporting the home manager to coordinate maintenance works by external companies;
- Liaising for servicing of CCTVs, air conditioners, lift and health and safety equipment and others as required;
- Support the Home Manager in the preparation of staff duty rosters and keep rosters regularly updated;
- Prepare monthly files with updated financial documentation;

Payroll and Procurement:

- Collecting of timesheets and prepare all the necessary documentation for payroll purposes;
- Ensuring that all documentation is prepared and submitted for payroll;
- Ensuring that records of expenditure and receipts are accurately prepared and submitted;
- Be responsible for upkeep of stores;
- Assist the Home Manager in food and other procurement processes;
- Collect quotations as directed by the Home Manager
- Check all deliveries and invoices received
- Prepare documentation for payment of invoices
- Follow up on receipts.

Other Duties:

- Attend and participate in meetings in line with the practices of the organization;
- Assist the Manager in the co-ordination and organization of meetings;
- Take minutes of meetings when requested to do so by the Manager;
- Check that the administrative tasks of the caring staff are being fulfilled and to communicate accordingly with the Home Manager.

MINIMUM REQUIREMENTS:

Qualifications

5 years' experience in administration. Previous experience in a similar setting would be an asset.

OR

2 years' experience in administration and a qualification in related field. Previous experience in a similar setting or a demonstrable interest in public relations would be an asset.

SKILLS AND PERSONAL ATTRIBUTES :

- Effective team working skills;
- Good writing skills;
- Good computer skills;
- Good organisation Skills;
- Able to work on own initiative;
- Ability to meet deadlines;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure;

Registered Organisation: **VO/1622**
Member of the International Catholic Child Bureau

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info@sebh.mt; www.sebh.mt

Proficiency in the Maltese and English languages, both spoken and written, is preferred.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2024/05, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011, and any other applicable law.