



Admissions Coordinator

St. Edward's College is seeking to employ a motivated full-time Admissions Coordinator to join our team. The ideal candidate will provide comprehensive support to prospective parents in their children's enrollment process.

What we're looking for:

- ✓ Strong interpersonal written and verbal skills, with the ability to engage effectively with diverse nationalities and cultures.
- ✓ Fluency in Maltese and English language. Other languages are considered an asset.
- ✓ Excellent organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- ✓ Commitment to upholding ethical standards and confidentiality in handling sensitive applicant information.
- ✓ Proficiency in Microsoft Office suite.
- ✓ Adherence to the mission and values of St Edward's College.
- ✓ Willing to adapt to changing circumstances and priorities in a dynamic educational environment.

Education and Experience:

- ✓ A minimum MQF level 5 standard of education. Preference will be given to candidates who are in possession of an MQF level 6 qualification.
- ✓ 2-3 years of experience in an educational setting
- ✓ Previous experience in admissions, recruitment, or student affairs, preferably in an independent school setting will be considered an asset.

What we offer:

- ✓ A dynamic and supportive working environment
- ✓ Opportunities for professional growth and development
- ✓ The chance to make a meaningful impact on the lives of both local and international families
- ✓ A competitive compensation package
- ✓ Training on school systems and procedures

How to apply:

Full applications are to be sent by email to: careers@stedwards.edu.mt and should include: **an updated CV; a detailed and formal transcript of studies for the qualifications referred to in the CV; two reference letters and a motivation letter in one PDF file.**

At St. Edward's College, we have a commitment to personal and professional development, a child protection policy and a zero-tolerance approach to child abuse and harm.

A full job description can be found on the college website.

Closing date: 30th April 2025

Postal Address: St Edward's College - Birgu (Città Vittoriosa) - Cottonera – BRG 9039 – Malta

General lines: 27881199; Website: www.stedwards.edu.mt

Emails: Headmaster: hm@stedwards.edu.mt; Bursar: bursar@stedwards.edu.mt; Accounts: accounts@stedwards.edu.mt; School Secretary: schoolsec@stedwards.edu.mt; Early Years: earlyyears@stedwards.edu.mt; Junior School: junior@stedwards.edu.mt; Middle School: middle@stedwards.edu.mt; Senior School: senior@stedwards.edu.mt IB: ibhead@stedwards.edu.mt;

Boarding: boarding@stedwards.edu.mt; ICT: ictdept@stedwards.edu.mt