

Role

Operations Staff



ST. JULIAN'S
SCHOOL FOUNDED IN 1932

An important step in
your career...

Core purpose

We are seeking a diligent and reliable Operations Staff member (Schoolkeeper) to provide both technical support and manual labour, under the supervision of the Operations Supervisor. The ideal candidate will be proactive, detail-oriented, and capable of performing a range of tasks to support the operational needs of our school, including technical setup, maintenance and general operational support.

St. Julian's School

Quinta Nova
2775-588 Carcavelos
Portugal
www.stjulians.com

Position type

Full-time

The closing date for applications is on
16 April 2025





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Job requirements

Ensure daily events and school operations setups and takedowns, including equipment setup and troubleshooting.

Handle equipment, ensuring that everything is in good working condition before use.

Assist with standard lighting, sound, and audio-visual equipment for events and other activities.

Assist with various warehouse operations, such as packing, unpacking, and organizing educational and non-educational materials.

Deliver goods across the campus, ensuring everything is placed in the correct locations.

Safely unload and load vehicles, ensuring that equipment is properly secured.

Support the procurement officer in distributing deliveries.

Ensure that all equipment is securely stored and properly handled before, during, and after events or school operations.

Ensure the building looks presentable and safe, including housekeeping duties.

Operate technical equipment safely, following established procedures. The School will provide training for the safe handling of machinery and equipment.

Support general maintenance tasks for the buildings, especially during half-term breaks or holidays, including setups or repairs.

Help secure and maintain the junkyard (dismantling, separating, and recycling items).

Take out the garbage and assist with overall campus cleanliness.

Assist academic projects or community events that require operational support and maintenance.





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Person specification

General Requirements

Driving vehicles supplied by SJS (only staff with driving license);

Making and installing new furniture or equipment;

Read and follow manuals, blueprints, and other written instructions;

Keeping repair tools and supplies clean and organised to high-quality standards;

Respect the safety guidelines for work at all times;

Performing inventory on all assets and repair supplies;

Take responsibility for material and equipment allocated, as well as tidiness and cleanliness;

Read and act upon maintenance and operations tickets (allocate and close when the task is completed).

Qualifications & Experience

High school diploma or equivalent and/or relevant technical qualification;

Proven experience in operations, maintenance or a related field;

Ability to operate a variety of tools and equipment safely and effectively;

Excellent problem-solving skills and attention to detail;

Ability to work independently and as part of a team;

Strong communication skills and the ability to follow instructions accurately;

Physical stamina and the ability to perform manual labour, including lifting heavy objects and standing for long periods;

Flexibility to work after-hours and weekends as needed.





What we offer

Competitive salary and benefits package;

Opportunities for professional development and growth;

The chance to make a meaningful impact on our school community.



How to apply

Please address your application to the Head of HR, Paula Soares, and include your CV along with the contact details for two referees.

Send your application to head@stjulians.com.

The closing date for applications is 16 April 2025.

St. Julian's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and criminal record screening including overseas (where appropriate).

St. Julian's School is committed to a culture of diversity, equity and inclusion. Diversity is a core value at St. Julian's. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design and deliver solutions.



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