

We are hiring.....

Operations Supervisor

Full-Time



About Us

We are a thriving international school committed to providing a high-quality education in a diverse and inclusive environment.

Founded in 1932, we are a highly successful, non-selective 3-18 British international school with a reputation for academic excellence. We currently have just over 1,200 students from over 50 different nationalities. The School has three sections: Primary, Secondary and Bilingual.

Framed by beaches and pinewoods, St. Julian's is in an enviable location between Lisbon and Cascais. The extensive and spacious tree-lined grounds provide a perfect backdrop for ample opportunities for learning beyond the classroom.

St. Julian's has for the second year running, been listed by Spear's as one of the top 10 best private schools in Europe.

We broadly follow the National Curriculum for England, which has led to IGCSEs and the IB Diploma Programme. We are accredited by CIS (Council of International Schools), COBIS (Council of British International Schools) and NEASC (New England Association of Schools and Colleges). Our Head is an International Member of HMC (Heads' Conference).

The Role

We are seeking a highly motivated and experienced Operations Supervisor to join our dynamic team. The ideal candidate will serve as the second-in-command to the Head of Operations, providing essential support in back-office functions and on-the-field functions, overseeing a team of logistical support staff, and managing field operations. This role requires strong project management skills, the ability to manage a diverse team, and a keen eye for detail to ensure smooth and efficient operations and events. Physical work will be required to support the Operations Team on the grounds.

Key Responsibilities and Skills

- Support the Head of Operations:
 - Act as the deputy to the Head of Operations, stepping in during their absence.
 - Assist in developing and implementing operational procedures.
 - Provide strategic input and support for operational decision-making.
- Back-Office Management:
 - Oversee daily back-office functions, ensuring timely and accurate execution of tasks.
 - Oversee the ticketing system (shared with the Maintenance team)
 - Manage administrative tasks, including reporting, team calendar management, data entry, and document management (for ex. the request operations request form.
 - When necessary, coordinate with other departments to ensure seamless operational support.

- When necessary, coordinate with event leaders, teachers, heads of departments, PACt etc)
- Team Management:
 - Supervise and lead a team of logistical support staff.
 - Foster a positive and productive work environment, encouraging teamwork and collaboration.
 - Conduct regular team meetings to communicate updates, goals, and performance feedback.
- Operations and Events Calendar:
 - Help in managing the operations and events calendar, ensuring all activities are planned and executed efficiently.
 - Support in coordinating with relevant stakeholders to schedule and organise events and operational activities.
- Field Operations Supervision and support:
 - Oversee field operations and tasks.
 - Troubleshoot and resolve operational issues in real-time, providing support to the team.
 - Execute, when needed, as a support to the team, the tasks required from Operations and Maintenance Staff (Maintenance of the school facilities, grounds, and assets)
- Project Management:
 - Support the Head of Operations to plan and execute operational projects, from initiation to completion, ensuring they are delivered on time, within scope, and budget.
 - Coordinate resources and stakeholders to ensure project success.

Qualifications and Experience

- Minimum of 3 years of experience in an operational management or a similar role (such as foreman or supervisor of a maintenance or construction team, an events team, a services team or similar).
- Strong project management skills, with the ability to handle multiple projects simultaneously.
- Strong organisational and time-management skills.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team in a very fast-paced environment.
- Knowledge of safety and compliance regulations related to field operations.
- Fluent in both English and Portuguese
- Experience in logistics or event management.

Why Join Us

- Competitive salary and benefits package
- Opportunities for professional development and growth
- The chance to make a meaningful impact on our school community

TO APPLY

Please submit your resume and cover letter outlining your relevant experience and skills.

Deadline: Friday 5 July, 2024

Email: psoares@stjulians.com

Note: Due to the volume of applications, only shortlisted candidates will be contacted