

We are hiring..... Operations and Maintenance Staff

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. The Secondary Section is a four-form entry and has 630 students.

The Role

We are seeking a diligent and reliable Operations and Maintenance Staff member to provide manual labour and technical support under the supervision of the Operations Supervisor and the Field Coordinators. The ideal candidate will be proactive, detail-oriented, and capable of performing a variety of tasks to support the maintenance and operational needs of our school.

Join our dedicated team, committed to providing a safe, efficient, and welcoming environment for our students, staff, and community. Our operations and maintenance team plays a critical role in ensuring the smooth execution of school operations and maintaining our facilities to the highest standards.

Key Responsibilities and Skills

Maintenance of the school facilities, grounds, and assets

- Ensure that the building looks presentable and safe (including cleaning and housekeeping duties);
- Operate required equipment following procedures in a safe manner. The School will provide training in handling of the machinery and equipment;
- Performing general maintenance tasks for the buildings, such as drywall repair, carpentry, flooring repair, painting etc;
- Detecting, identifying and repairing building issues, like basic problems with the building's electrical and plumbing systems;
- Secure and maintain the junkyard (dismantle, separate and recycle);
- Properly store equipment and tools;
- Carrying the garbage out to the appropriate storage;
- Cut and control all weeds on campus, outside the scope of the gardening team;
- Collaborate with the contractors as needed;
- Helping the outsourced teams and the community to achieve goals;
- Ensure the cleaning when needed after events outside school hours;
- Assist the academic projects/community that need operation/maintenance help.

School operational requests

- Ensure daily events and school operations setups;
- Hanging and removal of theatre and art gear;
- Handling PE equipment;
- Managing standard items of lighting, sound and audio-visual equipment;
- Assisting with various warehouse operations e.g.: packing and unpacking equipment and educational and non-educational materials;
- Deliver goods inside the campus;
- Safe unloading and loading of vehicles;
- Support procurement officer in distributing deliveries;
- Ensuring equipment is secure before, during, and after an event or school operation.

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 and Experience

- High school diploma or equivalent required; vocational training in a relevant field is a plus;
- Proven experience in maintenance, facilities management, or a related field;
- Strong technical skills in areas such as plumbing, electrical, carpentry;
- 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 as needed.

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