



**ST. JULIAN'S**  
SCHOOL FOUNDED IN 1932

Role

# Operations and Maintenance Staff

An important step  
in your career...

## Core purpose

St. Julian's School is looking for a diligent and reliable Operations and Maintenance Staff member (schoolkeeper) to provide manual labour and technical support under the supervision of the Operations Supervisor and the Field Coordinators.

## St. Julian's School

Quinta Nova  
2775-588 Carcavelos  
Portugal  
[www.stjulians.com](http://www.stjulians.com)

## Responsible for

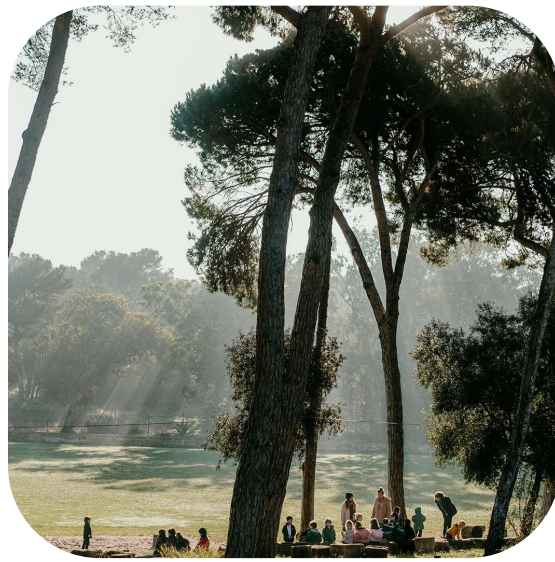
Performing a variety of tasks to support the operational needs of our school.

## Position type

Full-time

The closing date for applications is on  
**6 December 2024**





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## Key Responsibilities and Skills

Ensure daily events and school operations setups and takedowns;

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; Ensure that the building looks presentable and safe (including cleaning housekeeping duties);

Operate required equipment following procedures in a safe manner. The School will provide training in handling of the machinery and equipment;

Supporting general maintenance tasks/works for the buildings, especially during half terms breaks or holidays;

Help to secure and maintain the junkyard (dismantle, separate and recycle);

Properly store equipment and tools;

Carrying the garbage out to the appropriate storage;

Assist with maintaining the school clean;

Assist the academic projects/community that need operation/maintenance help.



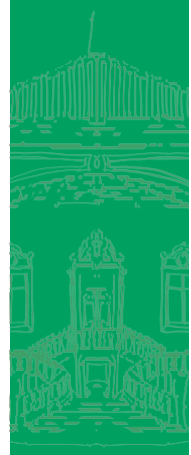


## General Requirements

- 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 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.





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## What we offer

The Operations and Maintenance Staff position will be offered as a full-time position in a professionally stimulating and collaborative working environment which offers

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

**Email:** [psoures@stjulians.com](mailto:psoures@stjulians.com)

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

**The closing date for applications is 6 December 2024.**

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.

