

## RUDOLF STEINER SCHOOL, MBAGATHI

### OPERATIONS OFFICER

Our school is seeking a reliable and proactive **Operations Officer** to manage the school's daily operations, and ensure a safe, efficient, and well-maintained environment for students, staff, and visitors.

The Operations Officer works closely with the Administration and is responsible for the effective management of school facilities, transport, security, health and safety, housekeeping, and operational support services.

#### Essential Qualifications

- Higher Diploma or Degree in Operations Management, Facilities Management, Administration, or a related field
- Basic IT Literacy

#### Desirable Qualifications and Experience

- Proven experience in facilities, operations, or school/institutional management
- Experience supervising staff, contractors, and service providers
- Knowledge of health, safety, and regulatory compliance
- Strong organisational, leadership, and problem-solving skills
- Ability to manage multiple operational areas with a hands-on, proactive approach

#### Key Competencies & Personal Attributes

- Strong leadership and supervisory skills
- Excellent organizational and problem-solving abilities
- High level of professionalism, integrity, reliability, and attention to detail
- Ability to manage multiple operational areas simultaneously
- Proactive, practical, and solutions-oriented approach
- Strong communication and coordination skills
- Integrity and commitment to child safeguarding.
- Strong time management and ability to prioritise workload.
- Cultural sensitivity
- Willingness to learn and adapt in a busy school environment.

The detailed Job Description is available on [www.steinerschoolmbagathi.co.ke](http://www.steinerschoolmbagathi.co.ke)

If you meet the specifications, submit your detailed application to [enquiries@steinerschoolmbagathi.co.ke](mailto:enquiries@steinerschoolmbagathi.co.ke) to reach us no later than **24th March 2026**.

*Rudolf Steiner School, Mbagathi is committed to safeguarding and promoting*

*the welfare of children.*