



HEAD OF OPERATIONS & ADMINISTRATION

Granada School is a forward-thinking girls' school in Vipingo, Kenya, serving students from Grade 7 to Grade 12 under the Kenyan Competency-Based Education. Opening in January 2027, Granada School will offer both boarding and day places on a purpose-built campus designed to support academic excellence, personal growth, leadership, wellbeing and character.

Granada School is seeking an experienced, highly organised and commercially aware professional to join the school as its Founding Head of Operations & Administration.

This is a key senior leadership role responsible for ensuring that the school's operational, administrative and support functions are efficient, compliant, well controlled and fully aligned with the school's educational mission.

Working closely with the Principal and Senior Leadership Team, the successful candidate will help establish the systems, procedures, service standards and operational culture required to support a high-performing day and boarding school.

KEY RESPONSIBILITIES

Operational Leadership

- Provide strategic day-to-day leadership for the school's operations and administrative functions.
- Ensure that all non-academic services operate efficiently, safely and in support of the school's educational objectives.
- Develop and implement operational plans, systems, procedures and service standards across the school.
- Coordinate operational activities across departments and ensure effective communication between academic and support teams.
- Support the Principal and Senior Leadership Team in whole-school planning, budgeting and decision-making.

Facilities & Estate Management

- Oversee the effective management, maintenance and development of the school's buildings, grounds, utilities and physical infrastructure.
- Ensure classrooms, laboratories, boarding houses, offices, dining areas, sports facilities and common spaces are maintained to a high standard.
- Develop and manage preventive and corrective maintenance programmes.
- Coordinate contractors, service providers and maintenance teams.
- Ensure facilities are safe, functional, clean and ready for school operations at all times.
- Maintain accurate records of assets, equipment, repairs and maintenance schedules.

Procurement & Supplier Management

- Lead and coordinate the school's procurement and purchasing processes.
- Ensure procurement is transparent, competitive, cost-effective and properly documented.
- Manage supplier selection, evaluation, contracts and performance.
- Maintain effective procurement controls, approval processes and records.
- Work with departments to forecast purchasing requirements and ensure timely availability of goods and services.



Resilience



Curiosity



Kindness



Honesty



Respect



- Support inventory and stock-control systems across the school.

Finance & Budgetary Control

- Work closely with the Finance function in preparing operational budgets and expenditure forecasts.
- Monitor departmental expenditure against approved budgets.
- Identify opportunities to improve efficiency and achieve value for money.
- Support financial controls relating to purchasing, contracts, assets and operational expenditure.
- Produce regular operational reports for the Principal and Board as required.

Administration

- Develop and maintain effective school administrative systems, procedures and records.
- Ensure efficient management of documentation, correspondence, records and administrative workflows.
- Coordinate administrative support across school departments.
- Ensure school policies and procedures are implemented consistently.
- Support the establishment of efficient systems for admissions administration, student records, staff records and general school administration where required.

Boarding & Residential Operations

- Ensure that operational services supporting the boarding programme are properly coordinated.
- Oversee the operational aspects of boarding houses, catering, housekeeping, laundry, security, transport and maintenance.
- Work closely with the Deputy Principal responsible for Boarding and Welfare to ensure boarding services support high standards of student care.
- Ensure residential facilities are safe, clean, well maintained and appropriately resourced.

Catering, Housekeeping & Support Services

- Oversee the quality and performance of catering, cleaning, housekeeping, laundry and related services.
- Ensure food-service operations meet appropriate hygiene, safety and quality requirements.
- Monitor outsourced and in-house service providers and address service deficiencies promptly.

Security, Health & Safety

- Lead operational arrangements relating to site security, access control, emergency preparedness and health and safety.
- Ensure appropriate security procedures are in place for students, staff, visitors, vehicles and school property.
- Coordinate emergency-response procedures, drills and risk assessments.
- Ensure compliance with relevant occupational health and safety requirements.
- Work closely with school leadership on safeguarding-related operational risks.

Transport & Logistics

- Oversee school transport and logistics operations, including school vehicles, student transport and operational deliveries.
- Ensure vehicles are appropriately maintained, licensed, insured and operated safely.
- Develop appropriate transport procedures, schedules and controls.
- Monitor transport providers and ensure high standards of safety and reliability.

Human Resources & Staff Management

- Lead, supervise and support relevant administrative and operational staff.
- Participate in recruitment, induction, performance management and professional development of support staff.



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- Establish clear roles, responsibilities and performance expectations.
- Promote a professional, accountable and service-oriented culture.
- Ensure staffing levels across operational functions are appropriate for the school's needs.

ICT & Administrative Systems

- Support the effective implementation and use of school management and administrative systems.
- Work with ICT staff to ensure operational systems are reliable, secure and fit for purpose.
- Promote efficient use of digital tools for procurement, inventory, maintenance, records, reporting and administration.
- Support data accuracy, access controls and appropriate information-management practices.

Risk Management & Compliance

- Develop and maintain an operational risk register and ensure key risks are identified and managed.
- Ensure operational practices comply with relevant laws, regulations, licences, insurance requirements and school policies.
- Maintain required operational permits, contracts, inspection records and compliance documentation.
- Support audits, inspections and regulatory reviews.
- Ensure appropriate business-continuity and emergency-response plans are in place.

Projects & School Development

- Coordinate operational aspects of construction, fit-out, renovation and campus-development projects.
- Work with consultants, contractors and suppliers to ensure projects are delivered to agreed standards, timelines and budgets.
- Support the commissioning and opening of new facilities.
- Ensure operational readiness ahead of major school events, openings and expansion phases.

School Leadership

- Serve as a member of the School Leadership Team and contribute to whole-school strategy and planning.
- Provide operational advice and recommendations to the Principal and Board.
- Prepare regular reports on operations, facilities, projects, budgets, risks and service performance.
- Support the establishment of Granada School's systems, standards and operational culture from the foundation stage.
- Undertake other responsibilities appropriate to the role as assigned by the Principal.

QUALIFICATION & REQUIREMENTS

Requirement Area	Essential Qualifications & Experience
Qualifications	- Bachelor's degree in Business Administration, Management, Operations Management, Finance, Procurement, Human Resource Management, Education Management or a related field from a recognised university. - A relevant Master's degree in Business Administration, Management, Operations, Finance, Educational Leadership or a related field will be an added advantage.



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- Relevant professional qualifications or membership in areas such as procurement, finance, human resources, facilities management, project management or administration will be an added advantage.
- Strong knowledge of school administration, facilities management, procurement, budgeting, compliance and operational planning.
- Good understanding of Kenyan employment, health and safety, procurement, data protection and other regulatory requirements relevant to school operations.
- Strong competence in ICT, management information systems, spreadsheets, reporting and digital administrative systems.
- Knowledge of operations within a boarding-school environment will be highly desirable.

Experience

- A minimum of 8 years' relevant professional experience, including at least 3 years in a senior operations, administration, facilities or management role.
- Proven experience managing multi-functional operational teams and coordinating services across different departments.
- Experience in budget preparation, expenditure control, procurement, supplier management and contract administration.
- Demonstrable experience in facilities, maintenance, security, transport, catering, housekeeping or other support services.
- Experience developing and implementing operational systems, procedures, policies and controls.
- Strong experience in project coordination, planning, reporting and performance monitoring.
- Experience in a school, university, hospital, hospitality, corporate campus or similarly complex institution will be an added advantage.
- Experience supporting the opening, expansion or establishment of a new institution or facility will be particularly valuable.

Compliance & Finance

- Strong understanding of Kenyan regulatory requirements relevant to school operations, including occupational health and safety, employment, procurement, data protection and statutory compliance.
- Experience in **budget preparation, expenditure** monitoring, cost control and financial planning.
- Ability to manage procurement, supplier contracts and service agreements while ensuring value for money and proper controls.
- Strong understanding of internal controls, audit requirements, asset management and accountability procedures.
- Ability to maintain appropriate licences, permits, insurance, inspection records and compliance documentation.
- Experience in risk management, business continuity, emergency preparedness and operational reporting.
- Ability to work closely with the Finance function, Principal and Board in monitoring operational expenditure and preparing management reports.



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- Commitment to transparent, ethical and accountable use of school resources.

Personal Qualities

- High levels of integrity, professionalism, discretion and accountability.
- Strong leadership, organisational, communication and problem-solving skills.
- A practical, organised and solutions-focused approach to operational challenges.
- Ability to manage multiple priorities and remain effective in a fast-paced and evolving school environment.
- Strong attention to detail while maintaining a clear understanding of wider organisational priorities.
- Ability to lead, motivate and hold operational and administrative teams accountable for high standards.
- Excellent interpersonal skills and the ability to build effective relationships with staff, parents, suppliers, contractors and external stakeholders.
- Sound judgement and the confidence to make timely operational decisions.
- A strong service-oriented mindset, with a commitment to ensuring that school operations support excellent teaching, learning and student wellbeing.
- Resilience, flexibility and adaptability, particularly within the founding and growth stages of a new school.

Why Join Granada?

This is a rare opportunity to join Granada School at the beginning of its journey and help build the operational foundation on which the school will grow. As the Founding Head of Operations & Administration, you will play a central role in establishing the systems, standards, service culture and infrastructure that support every aspect of school life.

You will join a team committed to building a high-quality, forward-thinking school where operational excellence supports outstanding education and students.

HOW TO APPLY & DEADLINE

Interested candidates should submit:

- A detailed and up-to-date Curriculum Vitae.
- A cover letter explaining their suitability for the position and interest in joining Granada School.
- Copies of relevant academic and professional qualifications.
- Details of any relevant professional memberships or certifications.
- Contact details for at least three professional referees, including the applicant's current or most recent employer.

Applications should clearly state: "Application: Head of Operations and Administration"



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Email: info@granadainternationalschools.com

Reg No: PVT-6Y1ZMLV3 | KRA PIN: P052523310N



Application deadline: 1st October 2026

Application Email: info@granadainternationalschools.com

Only shortlisted candidates will be contacted.

Safeguarding Statement

- Granada School is committed to safeguarding and promoting the welfare of children and young people. All members of staff are expected to share this commitment.
- The successful candidate will be subject to appropriate identity, qualification, employment, reference, safeguarding and background checks before appointment.
- Granada School is an equal-opportunity employer and welcomes applications from suitably qualified candidates who share our commitment to high standards, student wellbeing and the education and development of young ladies.



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