



**CHARTERHOUSE**  
LAGOS



**CAMPUS SERVICES MANAGER**



### Campus Services Manager

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a Campus Services Manager to oversee housekeeping, laundry services, transport and fleet operations, the uniform boutique, welcome centre and residential support services within a boarding school environment. The ideal candidate will ensure efficient operations while maintaining high standards of cleanliness, safety, organisation, and hospitality across the campus.

### Job Description

- Position:** Campus Services Manager  
**Reporting to:** Head of Operations  
**Collaboration:** Facilities Team, Security, Academic, Business & Support Staff, Transport Team and External Contractors.  
**Position Type:** Full-Time (including some weekends and evenings as required)

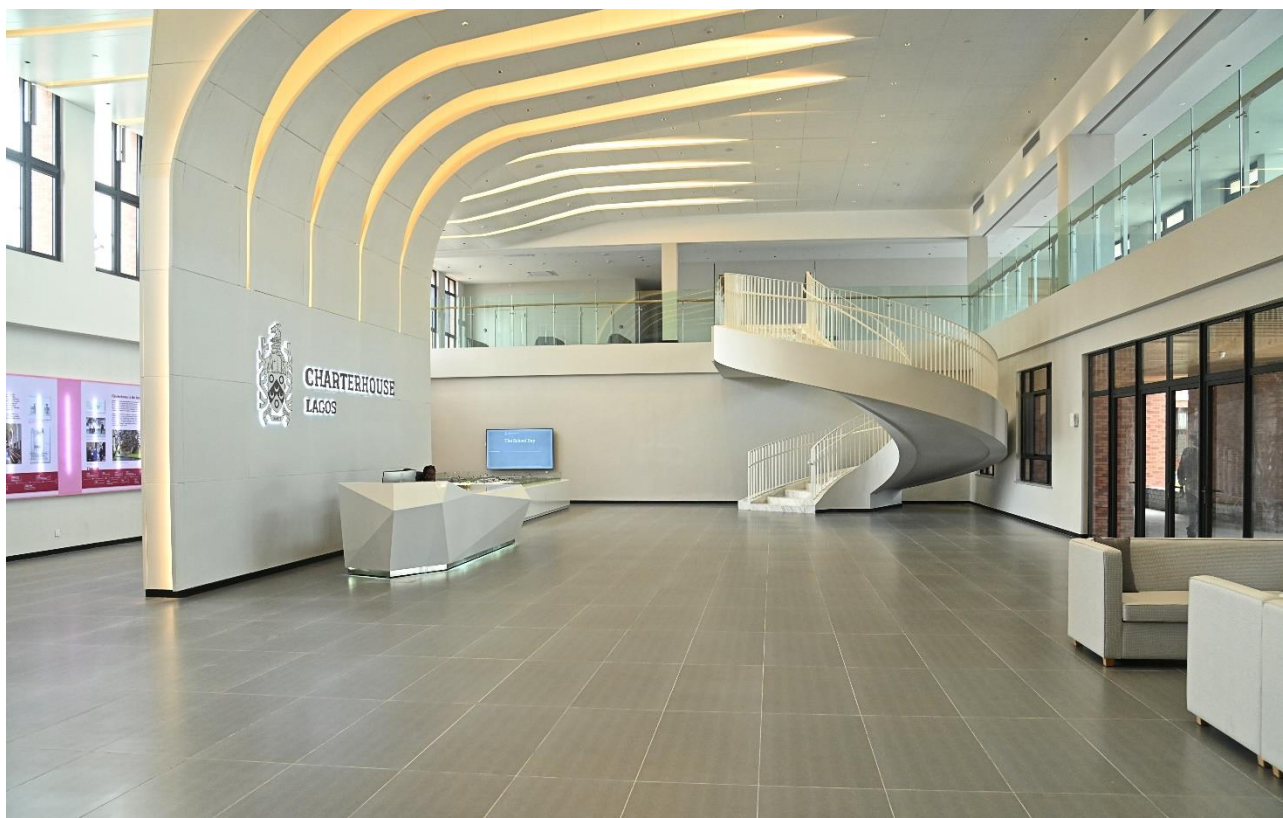
**Role Overview:** The successful candidate must demonstrate strong leadership skills, have experience in hospitality or high-end service delivery, and a commitment to operational excellence.

*Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.*





<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree or diploma in Operations Management, Facilities Management, Hospitality, Logistics, or related field.	Yes	
3-7 years' experience in operations, facilities, or campus management.	Yes	
Experience in a boarding school or residential environment strongly preferred.	Yes	
Proven experience managing multi-functional operational teams.	Yes	
<b>Skills &amp; Competencies</b>		
Strong leadership and people management skills.	Yes	
Ability to manage diverse operational teams effectively.	Yes	
Strong organizational and operational planning skills.	Yes	
Strong financial acumen, budgeting, and cost-control capability.	Yes	
Experience across housekeeping, laundry, transport, fleet, reception, and retail operations.	Yes	
Strong safeguarding awareness and commitment to student welfare.	Yes	
Excellent communication and interpersonal skills.	Yes	
Ability to manage complex, multi-area operations.	Yes	
High attention to detail and service excellence mindset.	Yes	
Strong problem-solving and decision-making abilities.	Yes	
<b>Personal Attributes</b>		
Integrity and trustworthiness.	Yes	
Proactive problem solver with a positive attitude.	Yes	
Physically fit and able to navigate a large campus with multiple floors.	Yes	
Ability to collaborate effectively with teachers, students, and other staff.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour.	Yes	





<b>Key Responsibilities</b>	
<b>1</b>	<b>Housekeeping &amp; Cleaning Management:</b>
i	Oversee cleaning operations across classrooms, administrative areas, boarding houses, dining areas, washrooms, welcome centre, and staff residential accommodation.
ii	Ensure consistently high standards of cleanliness, hygiene, and presentation across all facilities.
iii	Supervise housekeeping teams and external cleaning contractors.
iv	Develop and implement structured cleaning schedules across academic, residential, and public-facing areas.
v	Manage stock control, storage, and usage of cleaning materials and consumables.
vi	Prepare and manage budgeting, forecasting, and cost control for cleaning consumables and housekeeping operations.
vii	Conduct regular inspections across all facilities, including reception and boarding areas.
viii	Ensure compliance with health, safety, and sanitation regulations.
<b>2</b>	<b>Laundry Operations Management:</b>
i	Manage laundry services for boarding students (uniforms, bedding, towels, personal linen).
ii	Oversee laundry services for staff residential accommodation where applicable.
iii	Ensure timely turnaround times and high-quality service delivery.
iv	Supervise laundry staff, workflows, scheduling, and productivity.
v	Maintain inventory control of laundry chemicals, detergents, and consumables.
vi	Ensure maintenance and servicing of laundry equipment, in coordination with the Facilities Manager.
<b>3</b>	<b>Driver &amp; Transport Management:</b>
i	Supervise all school drivers and transport personnel.
ii	Manage transport schedules for students, staff, airport transfers, excursions, and school activities.
iii	Ensure safe transportation of boarding students in line with safeguarding policies.
iv	Oversee staff commuting transport arrangements where applicable.
v	Monitor driver performance, conduct, attendance, and road safety compliance.
vi	Maintain transport logs, fuel usage records, and trip documentation.
<b>4</b>	<b>Vehicle Management (Fleet Operations):</b>
i	Maintain maintenance records, servicing, licensing, insurance, and compliance of all school vehicles.
ii	Implement preventive maintenance schedules for the fleet.
iii	Monitor fuel consumption, repair costs, and vehicle utilization efficiency.
iv	Manage vehicle budgets including fuel, servicing, repairs, insurance, licensing, and replacement planning.
v	Ensure all vehicles are clean, safe, operational, and fully compliant, in coordination with the Facilities Manager.
vi	Maintain accurate fleet documentation and records.
vii	Coordinate external vendors and workshops for servicing and repairs.
<b>5</b>	<b>Uniform Boutique Management:</b>
i	Manage daily operations of the school uniform boutique.
ii	Ensure stock availability, inventory control, and timely replenishment.
iii	Oversee stock reconciliation and inventory accuracy.
iv	Coordinate suppliers, procurement, and ordering processes.
v	Ensure proper display and organization of uniform items.
vi	Provide high-quality customer service to parents, students, and staff.
vii	Maintain accurate financial and stock records.
<b>6</b>	<b>Welcome Centre (Reception) Management:</b>
i	Oversee daily operations of the welcome centre/reception.
ii	Ensure professional, warm, and efficient front-of-house experience.



iii	Supervise reception staff and service standards.
iv	Manage visitor registration, enquiries, and access control processes.
v	Ensure timely routing of enquiries to relevant departments.
vi	Maintain a clean, organized, and professional reception environment.
vii	Support school events, visits, and stakeholder engagement activities.
<b>7</b>	<b>Staff &amp; Operational Supervision:</b>
i	Lead housekeeping, laundry, transport, uniform boutique, reception, and residential support teams.
ii	Manage duty rosters, shift planning, and workload distribution.
iii	Support recruitment, onboarding, training, and development of staff.
iv	Ensure discipline, professionalism, grooming, and adherence to standards.
v	Conduct regular team meetings and operational briefings.
<b>8</b>	<b>People Management &amp; Leadership:</b>
i	Provide strong leadership across all operational and residential support teams.
ii	Promote a culture of accountability, respect, service excellence, and hospitality.
iii	Set clear performance expectations and conduct regular appraisals.
iv	Identify training needs and support staff development.
v	Address performance and conduct issues promptly and fairly.
vi	Promote teamwork and collaboration across departments.
<b>9</b>	<b>Health, Safety, Safeguarding &amp; Compliance, in conjunction with the Facilities Manager:</b>
i	Ensure compliance with health, safety, environmental, and safeguarding regulations.
ii	Maintain a safe, secure, and welcoming environment for students, staff, and visitors.
iii	Conduct regular inspections across all facilities.
iv	Ensure safe handling and storage of cleaning chemicals and hazardous materials.
v	Report and escalate incidents, risks, and safeguarding concerns.
<b>10</b>	<b>Budgeting &amp; Cost Control:</b>
i	Prepare and manage operational budgets across all service areas.
ii	Monitor expenditure and provide regular budget performance reports.
iii	Implement cost-control measures and operational efficiencies.
iv	Support procurement and value-for-money purchasing.
v	Contribute to annual budgeting and forecasting processes.
<b>11</b>	<b>Reporting &amp; Coordination:</b>
i	Provide regular operational reports to senior management.
ii	Monitor service delivery standards and recommend improvements.
iii	Liaise with academic, boarding, administrative, and admissions teams.
iv	Support planning and execution of school events and residential activities.



CHARTERHOUSE  
LAGOS



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

We opened in September 2024, and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Stem Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will

bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2 with the secondary school facilities is now completed, Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



## **TERMS AND CONDITIONS**

### **Contract**

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required by the schedule. Shared accommodation is available for this role.

### **Salary**

Competitive

### **Benefits**

#### **Professional Development**

Professional and international working environment, professional development and training opportunities.

#### **Health Insurance**

HMO coverage for employees and their families.

#### **Meals**

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

#### **Holiday**

The holiday year runs from August - July, in line with the academic year and entitlement is 21 days annual leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

#### **Fitness Centre Membership**

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

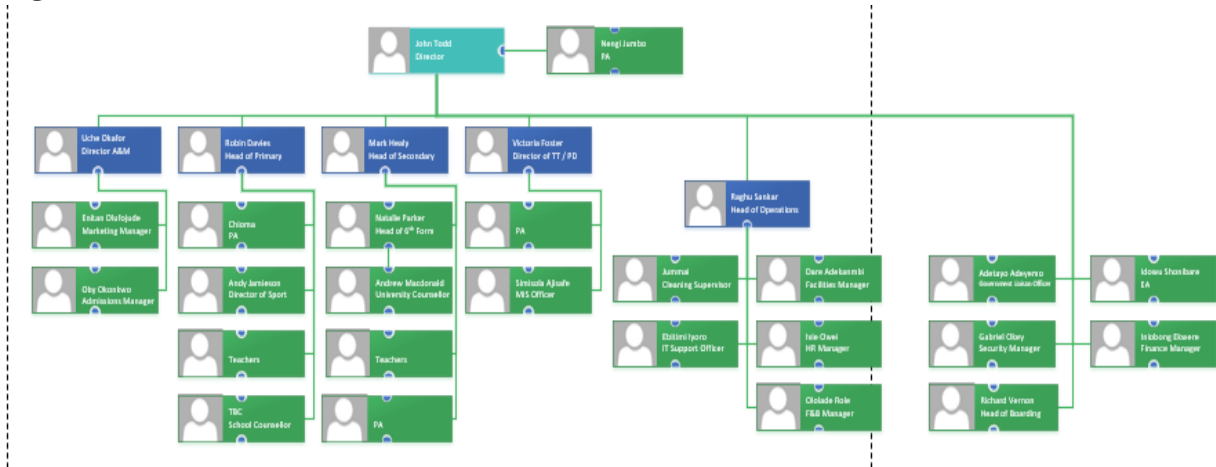
#### **Pre-Employment Checks**

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



## Organisation Chart:



### ***Safeguarding***

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### ***Data Protection***

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

### ***Diversity, Equality and Inclusion***

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.