



CAYMAN PREP & HIGH SCHOOL

Owned and operated by the United Church in Jamaica and the Cayman Islands

Cayman Prep and High School is a private, co-educational Christian school with over 1,000 students ranging from Kindergarten to Year 13 and offers a British-based international curriculum leading to IGCSE and A-level qualifications. The school is renowned for providing a stimulating learning environment in which our students become critical, creative thinkers, responsible citizens, and lifelong learners. This is evident in our consistent record of outstanding academic achievements, pastoral care, and wide range of extra-curricular activities.

We are looking for enthusiastic, positive, and forward-thinking individuals to join our supportive, collaborative community. We are focused on child-centered excellent education and learning for all and invite your application to be a part of our high-performing team **June 2024 or sooner** for the following post:

Human Resources Manager

(Job Ref#D105-23-24)

Reporting to the Senior Human Resources Manager, the Human Resources Manager will support on the development and delivery of people management strategies which supports the overall strategic aims and objectives of the school. The Human Resources Manager will be accountable for the day-to-day Human Resources functions and the implementation and administration of HR programs, and policies. The primary purpose of this role is to support the school's mission and to assist managers and staff to achieve excellent work performance and productive work environment.

In addition to the responsibilities listed above, the key duties and responsibilities will include, but will not be limited to:

- Preparing all advertisements and job details for staff vacancies, as required.
- Leading on all aspects of the recruitment process, candidate screening, which includes the collation of all job applications for shortlisting, arranging interview schedules and managing the interview process ensuring compliance at all stages of the recruitment process.
- Ensuring all pre-employment and compliance checks are completed in a timely manner, this includes verification of references.
- Managing all Immigration and Ministry of Education matters, such as the processing of work permit and licence to teach applications and submissions.
- Leading on the orientation and induction process of new staff, including new staff arrival arrangements, ensuring that all essential onboarding information is in place.
- Ensuring that the Human Resources Information System (HRM) & Central Record Register are up to date and accurate.
- Ensuring that all compliance requirements are up to date and the compliance checklist for employee files are completed and assist with the preparation of various compliance reports.
- Responding accurately and in a timely manner to staff queries, escalating as necessary.
- Ensuring confidentiality and the safeguarding of employee information, in keeping with the Data Protection regulations.
- Abiding by the ethical standards and practice of Human Resources Personnel, ensuring integrity and trust are at the fore.
- Keeping up to date with developments in WORC and employment legislation, human resources best practice and recruitment initiatives.
- Building and maintaining positive relationships with all members of the school community.
- Attending and participating in staff professional development sessions, school-based meetings, and extra-curricular activities as and when necessary.

Qualifications, experience, and skills required:

- A Bachelor's degree in Human Resources or equivalent qualification.
- Professional qualification in Human Resources or equivalent together with evidence of continuing professional development
- Minimum of eight years' current experience in Human Resources, with a minimum of four years at a management or senior management level.
- Must be fully conversant and up to date with all aspects of employment, WORC, health and pension legislation and Human Resources best practice.

- Confident and efficient in directing all processes in Human Resources administration and advising managers and SLT on all aspects of employee relations, management, and development.
- Experience in the development and implementation of employment policies and procedures.
- Experience with recruitment, interviewing and assessment at a senior level.
- Experience dealing with difficult and challenging situations and individuals.
- Must have high ethical standards and the ability to build trusting relationships.
- Must have a high level of accuracy and attention to detail, with an analytical and problem-solving approach.
- Must be fully proficient in using JobsCayman, HR Information Systems and Microsoft Office products, especially MS Word and Excel.
- Ability to work autonomously and flexibly.
- Excellent coaching, counselling, mediation and negotiating skills.
- Excellent interpersonal, written, and verbal communication skills.
- Pro-active and self-motivated.
- Excellent planning and organisation skills to meet deadlines.
- Candidates will be expected to fully adhere to and support the Christian ethos of the school.

Cayman Prep and High School is fully committed to safeguarding the welfare of our children and young people and expect the same commitment from all our employees. All successful candidates will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment and three satisfactory employment references.

Salary range for the position listed above is CI\$50,000.00 – CI\$71,000.00 per annum commensurate with experience based on the school's salary scale. Benefits include:

- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- Annual Travel allowance
- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- Generous holiday – 40 days' vacation
- Continued Professional Development Opportunities throughout the School Year

Further information about the school can be viewed on the school website: www.cayprep.edu.ky. **APPLICATIONS WILL ONLY BE CONSIDERED IF SUBMITTED ON THE SCHOOL'S APPLICATION FORM** (available on the website) and forwarded along with a covering letter and CV to:

Director
 Cayman Prep and High School
 PO Box 10013
 Grand Cayman KY1-1001
 Email: officerecruitment@cayprep.edu.ky

Deadline for receipt of applications is Friday, May 10th, 2024.

Only shortlisted candidates will be contacted.