



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 / GCSE 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.

Cayman Prep and High School invites applications from fully qualified, enthusiastic and experienced individuals to join our high-performing team immediately for the following post:

Facilities Supervisor

(JobRef#D111-24-25)

Reporting to the Facilities Manager, the Facilities Supervisor is responsible for ensuring a safe and well-maintained working and learning environment. The Facilities Supervisor will support the Facilities Manager in all aspects of maintenance, care, and upkeep of the school's buildings, grounds, and facilities, while also deputising in the Facilities Manager's absence. The Facilities Supervisor should be proficient in electrical, plumbing, carpentry, and general repair work across the school sites.

In addition to the responsibilities listed above, the key duties and responsibilities are detailed in the job description and include, but will not be limited to:

- Assisting the Facilities Manager, to ensure the management of day-to-day building services operations including the efficient running, repairs, inspection, servicing, and record keeping of the diverse range of services within the school.
- Proactively work with the team to oversee and manage all daily maintenance requests.
- Ensure building service contractors work safely on site and within school policies.
- Assist the Facilities Manager in planning and overseeing scheduled preventative maintenance programs to ensure sites remain well-maintained, safe, fully operational, and assets are protected.
- Monitor and report on any performance, safety and/or security incidents at the two sites.
- Working with the Facilities Team to ensure that maintenance schedules and routine programs of work for premises and grounds maintenance are carried out, including setting up for the school and/or other events.
- With the Facilities Team carrying out the duties of the day-to-day maintenance and repairs of the school premises.
- Carrying out regular checks and inspections of the premises, equipment and grounds.

Qualifications, experience and skills required:

- Five years of experience in facilities management, within an educational establishment preferred.
- Must have leadership experience leading a team.
- Must have experience with mechanical and electrical systems.
- Must be organised, ensuring all record keeping is up to date.
- Must have good time management and organisational skills.
- Must be able to prioritize tasks effectively and handle multiple responsibilities simultaneously.
- Must have a high level of confidentiality, integrity, and honesty in all dealings.
- Excellent analytical, interpersonal, and communication skills along with the ability to work under pressure.
- Proficient in the use of Microsoft Office software, especially MS Word and Excel.
- Candidates will be expected to fully adhere to and support the Christian ethos of the school.

The salary range for this position is CI\$45,000.00 – CI\$55,000.00 per annum (subject to review) commensurate with experience. Other benefits include medical insurance and contribution to a pension plan. Benefits include:

- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- Annual travel allowance (after qualifying period)
- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- Generous vacation allowance
- Continued Professional Development Opportunities throughout the School Year

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

APPLICATIONS WILL ONLY BE CONSIDERED IF SUBMITTED ON THE RELEVANT SCHOOL APPLICATION FORM and submitted along with a cover letter and CV.

Applicants must apply using this link – <https://wkf.ms/43aLfkC>

For further information about all job vacancies and how to apply please use **this link - www.cayprep.edu.ky/about-cphs/vacancies/**

Deadline for receipt of applications: Thursday, May 22nd, 2025

Only shortlisted candidates will be contacted.