



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 excellent, child-centred learning for all and invite your application to be a part of our high-performing team at the **Primary School site August 2025** for the following position:

School Assistant

(Job Ref#A143-24-25)

Reporting to the Canteen and School Assistant Supervisor (CASAS) and After School Care (ACS) Leader. The Successful candidate will support the school as a member of the School Assistant Team and After School Care team and as such will be responsible for supporting staff and children through effective facilitation and supervision throughout the school day: start and end of day, breaktime; snack and lunch preparation, distribution and clean up. Additionally, the successful candidate will be responsible for maintaining a safe and supportive environment by supervising students during drop-off and pick-up times, as well as during playtime, lunchtime, and After School Care. This is a full-time role totalling 7.5 hours per day, structured across the school day to support student supervision at key times. The working day is divided into three active periods: 7:00am–09:00am, 10:00am–1:15pm, 2:45pm–5:00pm with 2.5 hours rest period between work periods.

Key responsibilities and duties will include, but will not be limited to:

- Child play facilitation, diligently support teaching staff members to minimise the opportunity for accident or injury of students.
- Encourage suitable social dynamics and development in line with the School's Mission Statement and adhering to the implementation of the CPHS "behavioural policy".
- Initiate and model effective play and games with the children.
- Ensure playtime and ASC equipment is set out for sessions, is properly maintained and safe for children's use and take appropriate action to have any issues rectified.
- Ensure that all playtime equipment is clean and properly stored at the end of the session and day.
- Using the first aid playtime bags, as supplied, provide basic first aid as and when necessary and take appropriate action if further medical attention is required.
- Report any concerns regarding student behaviour and safety or security to line manager.
- Undertake other reasonable duties as may be required or designated from time to time by the Principal or Deputy Principal.
- Provide activities for the children according to the ASC plan of events program.
- Responsible for distributing and handling ASC snacks/food that all allergy and dietary restriction guidelines are met.
- Responsible for maintaining the cleanliness of the Canteen and School Kitchen and ensure that sanitation standards are adhered to.

Experience and skills required for the position listed above are:

- Good standard of general education to a minimum of CXC, IGCE or equivalent qualification, particularly in English.
- Prior experience working with young children preferably in a school environment.
- Ability to respond quickly to the needs of staff and children in a range of situations.
- Must have excellent verbal and written communication skills.
- First Aid Qualification or willing to work towards.
- Ability to work flexibly as part of a team.

Candidates will be expected to fully adhere to and support the Christian ethos of the school.

Salary range for the position listed above is CI\$29,500.00 – CI\$36,500.00 per annum, commensurate with experience based on the school's point 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 school holidays
- 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 through the link provided.

Applicants must apply using this link - <https://wkf.ms/43EbZug>

**The cover letter should be addressed to:
Mrs. Sacha Strand, Primary School Principal
P.O. Box 10013
Grand Cayman KY1-1001
Cayman Islands**

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, July 10th, 2025

Only shortlisted candidates will be contacted.