



CAYMAN PREP & HIGH SCHOOL
Owned and operated by the United Church in Jamaica and the Cayman Islands

The Board of Governors are seeking to appoint a

BUSINESS MANAGER
Job Ref #D113-25-26

Cayman Prep and High School is a private Christian School owned and operated by the United Church in Jamaica and the Cayman Islands, and has a student body of over 1,000 students, ranging from Kindergarten through A-level on two sites: Primary and High School. The co-educational School follows a British-based international curriculum and 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 extra-curricular activities.

The Board of Governors invites applications from fully qualified, enthusiastic and experienced Caymanians, Caymanian Status Holders and Permanent Residents with the Right to Work for the position of **Business Manager** to join the Senior Leadership Team.

Appointed by The Board of Governors, the Business Manager is accountable to the Director and to the Board of Governors for ensuring the effective leadership and management of all the support areas of the school. The Business Manager will have overall responsibility for all aspects of the non-academic operations of the school and reports directly to the Director. As a member of the Senior Leadership Team of the school, the Business Manager will play a significant role in developing and delivering the schools strategic vision and development.

The Business Manager will take responsibility for the accounting and finance; facility management and development, IT infrastructure and support; administration (including admissions and marketing), compliance and commercial activities and health and safety management of the school.

For this role, the successful candidate will satisfy the following minimum requirements:

- Professional accounting/finance qualifications, including CPA or ACCA or similar accounting qualifications along with at least five years relevant practise.
- Five or more years relevant leadership experience leading on and managing school/college finance and business operations.
- Working knowledge of the latest business policies, practices and compliance regulations.
- Demonstrable ability to work strategically and to seek and implement creative solutions.
- Inspirational leadership skills utilised to challenge colleagues and lead a team in the allocation of work and performance management.
- Demonstrable analytical thinking and business insight.
- Knowledge and experience in maintenance of property and plant, leading a maintenance team.
- An understanding of IT infrastructure within schools.
- A high level of IT expertise in the use of accounting packages (QuickBooks), Microsoft products and Management Information Systems.
- Excellent organisational, communication and mathematical skills.
- Ability to multitask and manage multiple high priorities.
- Ability to work effectively and efficiently to tight deadlines.

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

The salary range is CI\$85,000.00 – CI\$110,000.00 per annum and will be commensurate with experience. Benefits include:

- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- A contract resigning bonus
- Annual travel 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/3K01Y2W>

The cover letter should be addressed to:

Rev L Christopher Mason
Chairman, Board of Governors
Cayman Prep and High School
P.O. Box 10013
Grand Cayman KY1-1001

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: Wednesday, September 24th, 2025