



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 (I)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.

High School Admissions Officer & Office Administrator

(Job Ref# D114-26-27)

We are seeking an exceptional **High School Admissions Officer & Office Administrator** to join our team immediately or by April 1st, 2026. This is a high-profile, front-facing role within the school, central to student recruitment and the smooth operation of the High School office.

The successful candidate will be an ambassador for the School, demonstrating our ethos and values in every interaction while delivering a professional, welcoming and efficient admissions experience for prospective families.

Reporting to the Business Manager and working closely with the Principals, and the Director, the successful applicant will oversee the complete admissions journey for High School students from initial enquiry through to enrolment, ensuring a seamless and positive experience for families. The successful applicant will also provide high-level administrative and secretarial support to the High School Principal and contribute to the effective day-to-day running of the school office.

In addition to the requirements listed above, the successful candidate:

- Act as the main point of contact for all High School admissions enquiries, supporting the Primary school with admission as required.
- Manage the full admissions process end-to-end, including applications, testing, interviews, offers and enrolment.
- Coordinate entrance examinations, assessment days, school tours, open events and individual visits.
- Liaise closely with parents throughout the admissions journey, including waiting list management and placement updates.
- Provide admissions data, trend analysis and recruitment insights to the Business Manager.
- Ensure a smooth transition and handover of new families to pastoral and academic teams.
- Maintain accurate and up-to-date student records and data within the Management Information System (MIS).
- Oversee all new student documentation, permissions and compliance records.
- Produce accurate administrative reports and liaise with the Data Manager on year-end processes.
- Provide confidential administrative support to the High School Principal, including diary and meeting management.
- Support front-of-house operations, including reception duties (supporting Primary School Office when required), responding to enquiries and assisting students, staff and visitors.
- Provide First Aid support when the School Nurse is unavailable.
- Undertake general administrative duties as required.
- Will be expected to uphold and fully adhere to and support the Christian ethos of the school.

Essential Skills & Experience:

- A Bachelor's degree in Business Administration or Management.
- Four years' experience in an administrative role, preferably within an educational setting.
- Experience managing sensitive data and using MIS.
- Experience dealing directly with customers in a professional environment.

- Excellent written and verbal communication skills.
- Strong customer service and relationship management skills.
- High level of IT proficiency, including MS Office.
- Ability to multitask and prioritise effectively.
- Professional discretion and the ability to maintain confidentiality.
- Prior experience in school administration is desirable.

Salary range for the position listed above is CI\$42,000.00 – CI\$59,000.00 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
- Exceptional monetary relocation allowance on arrival
- Annual travel allowance
- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- Generous annual leave entitlement, to be arranged around the school's operational calendar to support the smooth running of the school office
- 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 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.

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/4rg5Jl1>

**The cover letter should be addressed to:
Ms Jayne Scott, Business Manager
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, March 26th, 2026
Only shortlisted candidates will be contacted.