



**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.

**Primary School Office Manager / Admissions Officer**

**(Job Ref# D115-26-27)**

We are seeking an exceptional **Primary School Office Manager / Admissions Officer** to join our team immediately or by end of April 2026. This is a high-profile role, central to the smooth running of the Primary School office and the effective management of the Primary School admissions process.

The successful candidate will act as an ambassador for the School, demonstrating its ethos and values in every interaction and delivering a professional, welcoming and efficient admissions experience for prospective families. They will help ensure the school office operates in a friendly, organised and professional manner while providing effective administrative support to the Primary School Leadership Team.

Reporting to the Business Manager, the postholder will oversee the daily operations of the Primary School office and line manage the Accounts Assistant and Primary School Receptionist/Office Assistant. Working closely with the Primary School Principal and the Director, they will coordinate the full admissions journey for Primary School students, from initial enquiry through to enrolment, ensuring a seamless and positive experience for families.

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

- Act as the lead contact for parents seeking admission to the Primary School.
- Manage and track the registration, evaluation and admission of new students.
- Process applications for all year groups (KG – Year 6) and coordinate entrance evaluations and visits.
- Organise Primary School tours, parent visits and student taster days.
- Maintain waiting lists in accordance with the School Admissions Policy.
- Ensure all admissions documentation is complete and accurate.
- Liaise with previous schools to obtain relevant student information and coordinate records for students transferring to other schools.
- Respond promptly and effectively to enquiries from parents, staff and visitors.
- Develop strong knowledge of school office procedures to ensure efficient daily operations.
- Maintain the Primary School calendar and the Principal's diary and provide administrative support including minute-taking when required.
- Oversee the management and maintenance of student and staff records within the School Information Management System.
- Participate in appraisal processes for office staff in line with school procedures.
- Oversee the ordering of local and overseas office supplies while assisting in the administration and monitoring of relevant office budgets and orders.
- Work closely with the Facilities Manager to support site safety procedures, including fire drills and security arrangements.
- 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.
- Be expected to uphold, fully adhere to, and actively support the Christian ethos of the School.

**Essential Skills & Experience:**

- A Bachelor's degree in Business Administration, Management, or a related field.
- A minimum of four years' experience in an office management, administrative, or admissions role, ideally within an educational environment.
- Experience managing sensitive data and maintaining accurate records using a Management Information System (MIS) or similar database.
- Proven experience providing high-quality customer service and dealing directly with clients, or stakeholders in a professional environment.
- Strong organisational and time-management skills, with the ability to prioritise tasks and manage multiple deadlines effectively.
- 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.

Salary range for the position listed above is CI \$52,500.00 to CI \$65,000.00 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
- 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/4be8m0E>

**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/](http://www.cayprep.edu.ky/about-cphs/vacancies/)

**Deadline for receipt of applications: Thursday, 2<sup>nd</sup> April, 2026**

Only shortlisted candidates will be contacted.