



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.

The School invites applications from fully qualified, enthusiastic, and experienced Caymanians, Caymanian Status Holders, and Permanent Residents with the Right to Work to join our high-performing team in the following **full-time** position:

IT Systems Manager

(Job Ref# D117-26-27)

Reporting to the Business Manager, the IT Systems Manager will oversee the strategic planning, development, and management of the school's IT infrastructure, resources, and support services. The IT Systems Manager will ensure the integrity and security of the school's IT infrastructure and will facilitate organisational compliance with all relevant IT and data governance regulations. The IT Systems Manager will also be responsible for leading and managing a team of two technicians, including their training, development, and performance evaluation, and will collaborate with an external support provider to meet the school's IT needs.

Duties will include, but will not be limited to:

- Strategy
- Line Management
- Network Design Management
- Digital Platforms Development
- Offsite and onsite Backups
- Data Protection, GDPR Compliance and Safeguarding
- Security and Cybersecurity
- High School One to One Project
- Vendor management
- Budget oversight
- Other Responsibilities as appropriate to the post

Qualifications, experience and skills required:

- A degree in Information Technology or Computer Science.
- A minimum of 4 to 5 years' experience as an IT Systems Manager, in an educational setting.
- Strong leadership skills to lead the strategic development and management of a busy department.
- Experience in developing and delivering in-house IT training.
- Must have the ability to troubleshoot and fix user problems with hardware and software.
- Experience with SIMS, Microsoft server 2019 environments including SQL Servers, Active Directory, File / Print Servers.
- Strong understanding of and experience with Hyper-V Server Virtualization Clusters with Dell or HP Storage SAN.
- Knowledgeable in Joomla and WordPress web site design and maintenance.
- Experience with Azure Virtual Machines Infrastructure.
- Experience with managing Office 365 environments including Exchange, MS Teams, SharePoint, OneDrive, and User Management.

- Experience utilizing Microsoft Endpoint Manager for device imaging, security policy distribution, and maintenance of device health for student and staff devices.
- Experience with image management in an environment with diverse hardware and software requirements.
- Strong background in designing backup and disaster recovery plans utilizing Veeam.
- Experience with CISCO network switches and firewall configurations.
- Must have the ability to work independently and efficiently to successfully manage multiple priorities.
- Excellent organisational and interpersonal skills to work with a range of end users within a busy environment.
- **Essential Qualification Requirements**
Office 365 – Microsoft 365 Certified: Enterprise Administrator Expert
Microsoft Servers – (MCSE) Microsoft Certificate Server Engineer
CISCO – Cisco Certified Network Associate (CCNA) Certification
- **Desirable Qualification Requirements**
Teams – Microsoft 365 Certified: Teams Administrator Associate
Endpoint Manager - Exam MD-101: Managing Modern Desktops

The salary range for the IT Systems Manager is CI\$ 67,000.00 – CI\$90,000.00 per annum commensurate with experience based on the school's point salary scale. Work hours per week – 40 hours. 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 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/4vYtyRJ>

The cover letter should be addressed to:

Business Manager
Cayman Prep and High School
559 Walkers Road
PO 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: Tuesday, June 2nd, 2026

Only short-listed candidates will be contacted