



**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.

We are seeking exceptional individuals to join our high-performing **Primary School team from August 2026**. This position is an outstanding opportunity for enthusiastic, positive, and forward-thinking individuals to become part of a supportive and collaborative community committed to excellent, child-centred education.

We are looking for individuals who are eager to contribute positively to, and grow within, a highly respected, values-driven school community recognised for its academic excellence and innovation. Suitably qualified Caymanians, Caymanian Status Holders, and Permanent Residents with the Right to Work are encouraged to apply.

**School Assistant**

**(Job Ref#A164-26-27)**

Reporting to the Canteen and School Assistant Supervisor (CASAS) and After School Care (ASC) Leader, the successful candidate will work as part of the School Assistant and After School Care teams to help ensure the smooth and effective running of the school day. The role involves supervising and facilitating children's play and wellbeing throughout the day, including at the start and end of the school day, during playtimes, lunchtimes and After School Care, alongside snack and lunch preparation, distribution and clean-up.

The successful candidate will help maintain a safe, caring and purposeful environment for students across the school site. Working closely with the CASAS and ASC Leader, they will be expected to use time between supervision periods proactively and effectively to contribute to the wider needs of the school community, working alongside children and staff as required. This role requires initiative, flexibility and the ability to work independently and positively, especially during less-structured periods of the school day.

This is a full-time role totalling 7.5 hours per day, structured across the school day to ensure student supervision at key times. The working day is divided into three active periods: 7:00am–09:00am, 10:00am–1:15pm, and 2:45pm–5:00pm, with a total of 2.5-hour rest period between work periods.

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

- Facilitate positive and engaging play opportunities while working alongside teaching staff to minimise the risk of accidents or injury to students.
- Encourage appropriate social interaction and development in line with the School's Mission Statement and the implementation of the CPHS Behaviour Policy.
- Initiate and model effective play, games and positive interactions with students.
- Ensure playtime and ASC equipment is prepared for sessions, properly maintained, safe for children's use, and that any issues are reported and addressed appropriately.
- Ensure all playtime equipment is cleaned and properly stored at the end of each session and school day.
- Provide basic first aid, using the supplied first aid playtime bags, and take appropriate action if further medical attention is required.

- Report any concerns regarding student behaviour, safety or security to the line manager.
- Provide activities for children in line with the ASC programme and expectations.
- Assist with the preparation and distribution of ASC snacks/food while ensuring all allergy and dietary restriction guidelines are adhered to.
- Maintain the cleanliness of the Canteen and School Kitchen and ensure sanitation standards are consistently met.
- Undertake other reasonable duties as may be required or designated from time to time by the Principal or Deputy Principal

Experience and skills required for the position listed above are:

- High School Diploma or equivalent or currently pursuing a qualification in Education; a strong willingness and enthusiasm to engage with the school's professional development program.
- 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\$31,000.00 – CI\$38,500.00 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.**

**Applicants must apply using this link - <https://wkf.ms/4e5M092>**

**The cover letter should be addressed to:  
Mrs. Sacha Strand, Primary School Principal  
242 Smith Road  
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, June 18<sup>th</sup>, 2026**

Only shortlisted candidates will be contacted.