

JANITORIAL MANAGER- FRAMING the ROLE

Particulars

- This position's focus is for the whole school

The CIS Mission

Our mission is to Connect / Inspire / Serve. (CIS) We are a positive community with passionate learners.

The CIS Community Principles

- **Kindness** - We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes students learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

The CIS Learning Principles

- **Language of Learning** - We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.
- **Ownership of Learning** - We understand that we are all able to learn and ultimately responsible for our own learning.
- **Nature of Learning** - We understand that learning is emotional as well as cognitive and is both an individual and social experience.
- **Contexts of Learning** - We understand that learning transfer happens best in rich, relevant contexts.

Title / Role

- Janitorial Manager

Role Requirements

The successful candidate is required to have the following:

- Previous cleaning or janitorial experience, preferably in a school, childcare, or large facility
- Understanding of safe cleaning practices and use of cleaning equipment
- Ability to work independently and manage tasks efficiently
- Reliable, punctual, and flexible
- Willingness to work across different areas and shifts (day or evening)
- CPR certification required
- Child Protection training required

Essential Requirements

- Proven experience in managing cleaning or facilities services, ideally within a school or child-centred environment.
- Strong understanding of age-appropriate cleaning, hygiene, and infection control requirements.
- Demonstrated ability to recruit, train, and manage staff effectively.
- Experience developing and delivering training to others.
- High attention to detail with a clear commitment to excellence and consistency.
- Strong organisational skills, with the ability to manage rotas, priorities, and competing demands.

- Willingness and capability to undertake cleaning duties when operationally required.
- Confident communicator, able to work constructively with staff, leadership, and external stakeholders.
- Ability to contribute professionally to inspections and audits.
- Commitment to safeguarding and promoting the welfare of children and young people.

Desired Attributes

- Flexible, Adaptable, and Open-Minded
- Approachable, Listener, and a Sense of Humour
- Dedicated and Energetic
- Display a generosity of spirit and commitment to personal, professional and organizational growth
- Effective communicator
- Embodies CIS Community Principles
- Knowledge of environmentally sustainable cleaning practices
- Formal qualifications or training in facilities management, cleaning supervision, or health and safety

Reports to

- Director Finance and Operations (subject to change)

Summary of Responsibilities

- Maintain high standards of cleanliness, hygiene, and safety across classrooms, offices, washrooms, and shared spaces
- Clean floors, surfaces, and high-traffic areas including sweeping, mopping, and vacuuming
- Empty waste and manage recycling appropriately
- Clean and restock washrooms and hygiene supplies
- Follow cleaning schedules, health and safety procedures, and safeguarding requirements
- Support cleaning for events and out-of-hours activities as required
- Clean dining areas and eateries to ensure they remain tidy, hygienic, and ready for continued use.
- Empty bins and manage waste appropriately throughout the day.
- Support cleaning before, during, and after school events, meetings, or activities as required.
- Lead and manage all campus cleaning operations to ensure high standards of hygiene and safety
- Recruit, train, and supervise janitorial staff, including performance management
- Develop cleaning schedules, staff rotas, and training programs
- Monitor quality through inspections, audits, and reporting systems
- Manage cleaning supplies, equipment, and stock control
- Ensure compliance with health, safety, safeguarding, and inspection requirements
- Support operational needs, including hands-on cleaning when required
- Proven experience managing cleaning or facilities services
- Experience in staff training, scheduling, and quality assurance
- Strong organizational and communication skills
- Valid driver's license required
- Experience leading or managing staff required
- Experience managing multi-staff cleaning operations or large facilities preferred

Training & Quality Assurance

- Develop and deliver training in:
 - Safe and effective cleaning techniques
 - Use of equipment and chemicals
 - Infection prevention and control
 - Safeguarding and working safely around children and young people

- Implement robust quality-checking processes, including inspections, audits, and feedback mechanisms.
- Create and maintain systems to monitor and evidence cleanliness standards across the campus.

Operational Management

- Coordinate staff rota, ensuring appropriate cover for:
 - Daily operations
 - Staff absence
 - Events, performances, and out-of-hours activities
- Respond promptly and professionally to cleaning requests from staff and leadership.
- Ensure cleaning schedules align with the needs of different age groups and areas of the school (e.g. Early Years, science labs, sports facilities).

Procurement & Stock Control

- Manage procurement of cleaning supplies and equipment.
- Maintain effective stock control systems to ensure availability while minimising waste and cost.
- Ensure all products meet safety, regulatory, and environmental standards.

Compliance & Inspections

- Ensure cleaning operations meet all relevant health, safety, and safeguarding requirements.
- Actively participate in internal reviews and external inspections, providing evidence, documentation, and professional input.
- Maintain accurate records, risk assessments, and training documentation.

Equity and Inclusion

It is CIS policy that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, colour, ethnicity, gender, disability or sexual orientation.

Evaluation / Reflection / Professional Growth

- Performance will be evaluated within the framework of our appraisal and professional development protocol

Compensation and Work Year

Annual Salary: CI\$43,000 - CI\$48,000 per annum depending on experience.

- Work year as per your contract
- As with most all roles in education, be ready to serve above and beyond the call of duty

Our Culture

Our team recognizes that school years for children of all ages are periods of tremendous growth, curiosity and transition in the lives of students and parents. Through good teaching practice and modeling we facilitate the students' intellectual, social, emotional and physical growth through school and beyond. Indeed, students' well being is at the centre of our teaching practice and as such, teachers must be committed to working collegially, collaboratively, energetically and enthusiastically to enhance the learning environment for students, staff and community. Our school and its community value staff who demonstrate excellence, collaborate, communicate in an effective and timely fashion, have a sense of humour, are flexible, demonstrate cultural awareness, celebrate diversity, appreciate and engage in Caymanian culture, accommodate different learning styles and sponsor after school activities.

NB: Cayman citizens, status holders and residents are encouraged to apply