

JANITORIAL SUPERVISOR- 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 Supervisor

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

- Previous experience in a cleaning role, ideally with some supervisory responsibility.
- Ability to lead and motivate others during evening or unsupervised shifts.
- Strong attention to detail and commitment to high standards of cleanliness.
- Understanding of safe cleaning practices, including working in environments with children and young people.
- Good communication skills and the ability to follow and implement instructions.
- Reliable, organised, and able to work independently.

- Willingness to undertake hands-on cleaning as part of the role.

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
- Experience working in a school or similar environment
- Knowledge of age-specific cleaning requirements
- Basic health and safety or cleaning-related training
- Experience supporting events or out-of-hours operations

Reports to

- Janitorial Manager

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
- Supervise evening cleaning staff, ensuring tasks are completed to agreed standards and within allocated timeframes.
- Allocate duties at the start of each shift and adjust tasks in response to absence or operational needs.
- Provide guidance, on-the-job coaching, and support to team members.
- Escalate performance, conduct, or attendance issues to the Service Delivery Manager.
- Valid driver's license required
- Experience leading or managing staff required

Cleaning & Quality Standards

- Undertake cleaning duties alongside the team as required.
- Ensure cleaning is carried out in accordance with:
 - School standards and schedules
 - Age-appropriate hygiene requirements, particularly in Early Years and specialist areas
- Carry out routine quality checks and report outcomes to the Service Delivery Manager.
- Identify and address issues that may impact cleanliness, hygiene, or safety.

Operational Support

- Act as the main point of contact for cleaning-related issues during evening hours.
- Respond promptly to requests from school staff, events teams, or facilities colleagues.
- Support cleaning for events, performances, and out-of-hours activities as required.
- Ensure areas are left secure, safe, and ready for use the following day.

Health, Safety & Safeguarding

- Follow and promote health, safety, and safeguarding procedures at all times.
- Ensure safe use, storage, and disposal of cleaning materials and equipment.
- Report hazards, incidents, or safeguarding concerns immediately in line with school procedures.

Stock & Equipment

- Monitor stock levels during evening shifts and report shortages or issues.
- Ensure equipment is used correctly and reported if damaged or unsafe.

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\$34,000.00 – CI\$40,500.00 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