

Information for applicants

About the School

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. Originally a monastic foundation and then a grammar school by Royal Charter, today it is a thriving independent day and boarding school for around 1000 boys and girls aged from 2-18, offering a broad range of GCSEs and A Levels and from which almost all pupils go on to good universities in the UK and abroad. Most students are day pupils from Ely, Cambridge and the surrounding area, and there are also about 200 boarders with over 40 nationalities represented overall.

The school is subdivided into three sections: King's Ely Senior (age 13-18) and King's Ely Junior (age 7-13), which occupy adjacent campuses and shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site.

The main campus extends to around 70 acres in total and comprises several historic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities spanning the thirteenth to the twenty-first centuries, and almost 40 acres of playing fields.

King's prides itself on being an academic school but not an academic hothouse. There is a great emphasis on personal development through an extensive co-curriculum of sporting, creative and performing arts and service opportunities as well as through building positive relationships with others in a tight-knit but outward-facing community. The safety, wellbeing and pastoral care of the whole community is central in what is a happy and purposeful school where our diversity and breadth of talent and ability is valued and nurtured.

King's Ely also plays a key role in the local community. The school is one of Ely's largest employers and also educates the boy and girl choristers of Ely Cathedral. King's is also a proud founder member of the Cambridgeshire Educational Partnership, which numbers twelve local schools working together to improve educational attainment, especially for disadvantaged children. The school also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

King's Ely is a registered charity administered by a Board of Governors. The Principal is a member of HMC, and the school is also affiliated to the Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.

Resident Boarding Assistant

We seek an energetic and charismatic person to work alongside the Housemistress and duty staff team within Priory House which is where some of our Year 3 to Year 8 boy and girl boarders live during term time. This post could potentially be combined with another daytime role at the school.

This is a residential post with accommodation and meals during term-time are provided. It is expected that the successful candidate will contribute to the smooth running of the House by assisting with supervisory duties with the children. These may include the monitoring of homework, helping with trips and visits, the distribution of pocket money, attending to minor first aid, coordinating some medical care by making appointments, checking House medicine stocks and some other housekeeping responsibilities within Priory. The person appointed will deal with a range of communications with parents and colleagues in school as a key member of the Priory House team.

Occupying a central role in the House and as a person with significant shared responsibility for the safeguarding, welfare and nurture of the children in Priory House, means that applicants will need to be proactive, flexible, enthusiastic, active and organised when working with young people. Recognising the importance of being in a position of trust, appreciating the safeguarding responsibilities and being willing to be fully involved in the life of the House and of all the children in it are prerequisites for this post.

Resident Boarding Assistant

Person Specification

	Essential	Desirable
Working with children living at school	<p>A willingness to undertake BSA training (or prior training with BSA)</p> <p>A high level of awareness of safeguarding procedures and safer working practices</p> <p>Prior experience of working successfully with children</p>	<p>Prior experience in a boarding house as part of a duty team</p> <p>Experience of independent education</p>
Caring for young people	<p>First aid qualifications (or willingness to train)</p> <p>Excellent inter-personal and communication skills</p> <p>Superior intuition and emotional intelligence</p> <p>A consistent and predictable character</p> <p>Personal resilience and ability to lead positively</p>	<p>Medical training or prior safeguarding training</p> <p>Prior experience of caring for young people in a residential setting</p>
Experience	<p>Previous responsibility for managing routines, rotas and logistics for multiple individuals</p> <p>Successful multi-tasking in a fast-paced and ever-changing residential environment</p>	<p>Previous work in an independent school's boarding house(s)</p>

Resident Boarding Assistant

Job Description

The following list is a summary of some of the tasks and responsibilities expected to contribute to the role. The list is not exhaustive but is designed to offer an insight into the range of tasks likely to be required of applicants

1. Carrying out a share of the morning, daytime, evening and weekend duties with the Junior boarders
2. Assisting in arranging and leading the provision of a range of engaging and exciting trips, visits and activities for Junior boarders
3. Helping to securely manage pocket money and the personal possessions of the children – including their electronic devices in House and at school
4. Assisting the Housemistress in coordinating the children's weekend visits to family and friends within term time
5. Running and planning a range of evening activities for the House
6. Supervising boarders' Prep at school at the end of the day
7. Undertaking a range of communications (in person, by telephone, via email or via the web) with parents, carers and guardians in addition to colleagues at school
8. Delivering first aid and appropriate medical care when on duty
9. Planning, implementing and carrying out some of the laundry routines in Priory (*sewing on name tapes and buttons for example may be necessary from time to time*)
10. Assist in overseeing and maintaining the cleanliness and tidiness of the House
11. Support the Housemistress in ensuring that the healthcare needs of the children in Priory are met by accompanying the children to medical, dental, ophthalmic or other appointments during term time as required

Terms and Conditions

King's Ely has its own, generous salary scale. The salary for the role will be commensurate with experience and will recognise the responsibility this post entails.

- Members of staff are entitled to educate their own children in any of the three parts of the school. There is a staff discount for children's fees from Reception Year onwards; the total staff discount value for school fees is 50% for full-time staff, reduced pro-rata for parttime staff, subject to an overall school fees remission limit of 50% of their gross salary. All extra items are to be paid in addition.
- The school offers a private healthcare insurance scheme, which staff may opt to join, at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- Enrolment in the statutory auto-enrolment pension scheme. The contribution rates for the auto-enrolment pension scheme are Employee contribution of 5% and Employer contribution of 3%.
- Members of staff are entitled to 10% discount on all King's Ely school uniform ordered for their own children from Schoolblazer.
- School lunch provided when at work over lunch time.
- A cycle to work scheme available.
- Use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer)
- Free on-site parking (limited)

How to apply

- All sections of the **application form** should be completed as fully as possible. You may support your completed **application form** with a CV; however, this is not a requirement. On the CV, you may include a third referee.
- Please accompany your application form with a **covering letter** explaining your reasons for applying for this position. Please also give details of how your skills, qualities and experience meet the requirements of the job description and/or person specification.
- King's Ely is an equal opportunities employer, and all applications are welcomed, particularly those from underrepresented groups.
- King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.
- If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your National Insurance Number or your right to work in the United Kingdom and certification of qualifications.
- Please email your completed application to recruitment@kingsely.org.