

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.

KEJ After School Supervisor

Term-time only, 15:30-17:30 Monday-Friday

Person Specification

- You will be a positive and child-centred individual
- Have excellent inter-personal skills
- Enjoy supporting children at school or in another setting outside their home
- Be approachable and able to empathise with children and their parents
- Thrive in a busy and energetic environment, contributing strongly yourself
- Be nurturing, a good listener, very patient but personally resilient in order to meet the expectations of this role
- Have a flexible approach to work, being willing to vary how you work according to the needs of the children in your care

Key Responsibilities

- To safeguard children beyond the end of their lessons each day by ensuring that any KS2 children remaining in school at 15.45 are in the correct locations, supervised and always accounted for
- With the Deputy Head, to ensure that the homework rooms are organised and that colleagues are present to supervise “first” and “late” Preps as planned – supervising Prep sessions yourself
- To work with the duty team of teachers and the Ambassadors to maintain the security of the Main Entrance to KEJ during Prep sessions
- To oversee the collection of children from Prep sessions with the assistance of School Ambassadors
- To oversee the departure of Priory Boarders and any children remaining at school after 17.30 each day with the assistance of the boarding tutors
- To check that the building is secure at 17.30 and that no children are unaccounted for
- To communicate with parents on behalf of any children unexpectedly remaining at school after 17.30
- To maintain an after school log of activities, messages and matters for the attention of the wider team
- To liaise with the staff on duty throughout the after school sessions to ensure that all children are well looked after
- To report directly to the Deputy Head
- At all times, to work within the policies, guidelines and protocols of the school

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.

Terms and Conditions

King's Ely has its own, 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 part-time 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).