

A watercolor illustration of King's Ely Cathedral, showing its tall spire and Gothic architecture. In the foreground, there are lush green trees and a group of people in blue robes walking along a path. A black lamppost stands on the right side of the path.

Payroll & HR Assistant

January 2026

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A message from the Principal of King's Ely

Welcome, and thank you for your interest in coming to work at King's. I hope that what you read here will excite you and chime well with your ambitions so that you will want to apply for this position.

King's Ely is an extraordinary place to work: a family of schools educating around 1350 boys and girls aged 2-18 in our Nursery and Pre-Preparatory, Prep and Senior Schools in Ely in Cambridgeshire, and up to age 11 at Fairstead House School in Newmarket. Most of our pupils come from Ely, Cambridge and surrounding areas, while about 200 pupils are boarders from all over the world. King's employs about 540 people in diverse roles from teaching and pastoral care to administration, finance, IT, site services and maintenance and catering.

We often talk about 4 'P's which make King's special: our fundamental **purpose**, unchanged in over 1000 years, in providing the best education and foundation for life we can for the children in our care; our **practice**, ensuring the very highest standards of professionalism and excellence in every area of school life and our commitment to everyone's wellbeing, development and training to achieve this; as an exceptional **place** to grow up and work in with our beautiful 75-acre campus adjacent to Ely Cathedral and the wonderful historical, environmental, spiritual and technological resources available to us; and most of all our **people**, the outstanding and diverse community of pupils, staff and supporters whose commitment, experience and skills are the root of our success.

We welcome all types to join this wonderful mix, and I thank you in advance for the time and thought which I know goes into preparing each application; we really appreciate it and give every application the careful consideration it deserves. I look forward to hearing from you and, I hope, meeting you in due course.

With best wishes,
John Attwater

About the School

Purpose, Ethos and Values

King's Ely exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-19 co-educational day and boarding school in Ely, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

History

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. The School was first established to educate the choristers of the worshipping community of Ely and throughout our history we have maintained strong links with Ely Cathedral.

In 1541, King Henry VIII founded a College of Canons at Ely Cathedral to replace the monks whose monastery has been dissolved in 1539 and the School received its Royal Charter, later becoming known as "The King's School".

King's Ely Today

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1100 children aged 2-18 at Ely, including 185 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from 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. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

The main campus extends to around 75 acres and contains buildings spanning the thirteenth to twenty-first centuries, including many of the historic monastic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities and almost 40 acres of playing fields.

King's Ely plays a key role in the local community. We are one of Ely's largest employers and contribute greatly to the local economy, and we also continue to educate the choristers of Ely Cathedral. King's Ely also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

In its recent ISI Inspection (March 2025), King's Ely was found to meet or to exceed all regulatory standards. In addition, the Inspectors judged the School to have a *significant strength* in the way in which its high quality pastoral care is interwoven with a dynamic enrichment programme. This enables "pupils of all ages to develop their independence, intellectual curiosity, creativity and socialization particularly well".

The School is rightfully proud of the Inspection. It is testament to the community spirit of King's Ely and the commitment and respect shown each day by pupils, staff and their families.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.



About the role

The postholder's duties will involve:

Payroll:

- Adding new starters, including payroll details, onto the HRIS (Every HR)
- Adding all overtime onto Every HR
- Keeping a monthly record of all payroll amendments
- Being the first point of contact for payroll related queries from staff
- Providing support with monthly payroll calculations to ensure payslips are accurate
- Ensuring compliance with internal controls to ensure the integrity of the Payroll/HR system
- Managing pension scheme enrolment, contributions, and opt-outs in line with auto-enrolment regulations
- Liaising with pension providers and ensuring accurate reporting and payments
- Providing guidance to employees on pension-related queries
- Supporting the Payroll Manager on any other tasks as necessary.

Human Resources:

- Supporting with recruitment administration
- Assisting with onboarding of new staff
- Supporting with ensuring that all mandatory training is completed by all staff
- Facilitating the probation process for all new starters
- Recording all absences such as holiday, sickness, maternity and paternity for staff, and monitoring absences in line with our policies
- Acting as a note taker for formal HR meetings
- Being the first point of contact for queries from staff regarding HR matters
- Support the Recruitment and HR Operations Lead and the Employee Engagement Lead on any other tasks as necessary.



Person Specification

Qualifications	
A good general education (GCSE in Maths & English)	<i>Essential</i>
Qualified by experience	<i>Desirable</i>
Experience, Knowledge, and Skills	
Experience in a Finance or Payroll Department	<i>Essential</i>
Ability to work as part of a team	<i>Essential</i>
Experience using a MIS, ideally a Finance, Payroll or HR package	<i>Desirable</i>
An understanding of basic HR principles	<i>Desirable</i>
Personal and Professional Qualities	
Accuracy and attention to detail	<i>Essential</i>
Ability to work under pressure and meet deadlines	<i>Essential</i>
Strong interpersonal skills	<i>Essential</i>
Customer-focused approach	<i>Essential</i>
Analytical mindset with the ability to interpret data effectively	<i>Essential</i>
Honesty and integrity	<i>Essential</i>

Working at King's Ely

King's Ely is committed to rewarding our employees who share our passion, vision, and values, and to investing in their wellbeing and continuous professional development.

The salary for the role will be in the region of £25, 707.00 (£30,981.00 FTE).

Working hours 37.5 per week Monday - Friday, term time plus 4 weeks, to be worked during holiday periods around payroll deadlines and to be agreed with the Payroll Manager.

In addition to the above, employees at Kings Ely benefit from:

- Generous fee-remission, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- 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%.
- 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.
- Use of school gym facilities and use of the swimming pool at specific times (during summer school holidays – small fee applies).
- Access to Salary Sacrifice Schemes such as: Cycle2Work, Home and Tech Scheme, and Local Gym Membership
- Limited free on-site car parking
- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses including Poet's House, Almonry Kitchen & Tearooms, Ely Grazing Company, Sushi and Salad, Griddle Bar and Meathouse, and The Pantry (Newmarket).

Information for Candidates

Applications should be made via My New Term, you can do this by clicking the 'Apply Now' button at the top of the advert. The final closing date for applications will be **noon on Monday 27th October 2025**.

Where Applicants have been successful in the shortlisting process they will be contacted for interview.

We reserve the right to invite candidates for interview prior to the closing date. Therefore, we encourage interested applicants to submit an application as soon as possible.

If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.

Shortlisted Applicants should be aware that references will be requested as part of the interview process.

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.

Thank you for completing your application and your interest in King's Ely.





King's Ely
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www.kingsely.org