



Librarian – King's Ely Senior *April 2026*
(*or soon after*)

Librarian – King's Ely Senior

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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.



The Porta Library

Housed in the 14th Century Ely Porta, the Porta Library is central to King's Ely both geographically and academically. Beautifully converted around 1990 and reached by a winding stone staircase, today it holds around, 14,000 books over two floors in addition to audio and video resources and comfortable reading and workstation areas.



About the role

Based in the Porta Library at the very heart of the school campus, the Librarian will lead the provision of a high-quality day to day library service for the school. The Librarian will enjoy working with pupils (11 to 18) and working collaboratively with teaching staff. There is flexibility on hours with this role, but essentially it is 3 full days a week (0830-1730) and two half days (0830-1400) a week, term time only.

The school librarian is responsible for the day-to-day management of the Porta Library including:

- Ensuring a welcoming and working atmosphere is maintained in the library at all times.
- Facilitating induction sessions for staff and students to enable them to use the library effectively. Whole school involvement, as required, to help in the development of Information Literacy.
- Encouraging both class and individual use of the library; supporting pupils with their research and promoting reading for pleasure. Liaison with English Department staff to support teaching staff in library lessons and run a programme of class activities for Year 9.
- Responsibility for the operation of Softlink – Oliver, the current Library Management System. This is now used in all parts of the school. Help, support and training will be periodically required in King's Ely Acremont and King's Ely Prep.
- All aspects of stock management: administering and managing the library budget, ensuring the purchase of appropriate stock to support teaching in all departments and recreational reading for pupils. Cataloguing and classification of all stock, employing appropriate shelf arrangement and guiding and operating a regular programme of stock maintenance.
- Developing and overseeing the Pupil Librarian programme.
- All aspects of circulation, including the operation of an overdue system.
- Managing the supervision of the Porta Library.
- Ensuring displays are up to date and linked to current events.
- “Internal marketing” of library events, innovations and new arrivals. Creating a culture of reading for pleasure throughout school through staff liaison, events such as Blind Date With a Book and the Staff Secret Santa, and leading the staff book club.
- Gathering statistics and evidence of use with a view to seeking how to enhance pupils' use of the space.
- Attendance at Academic Committee Meetings and English Department meetings, if requested.
- Attendance of whole school staff meetings and INSET courses with the teaching staff at the beginning of each term.
- Regular liaison with the KEP library assistant and liaison with the School Archivist.

- Keeping up-to-date with professional librarianship through membership of the SLA, CILIP, attendance at regional and national meetings and appropriate external training courses.
- EPQ responsibilities – provision of taught sessions on research skills and supervising students.

Person Specification

Qualifications	
Degree or equivalent	<i>Essential</i>
Postgraduate diploma or Masters in a relevant subject accredited by CILIP.	<i>Desirable</i>
Experience, Knowledge, and Skills	
Recent library experience – in all aspects of library operations	<i>Essential</i>
Understanding of, and commitment to, the role of libraries in education and learning	<i>Essential</i>
Excellent IT skills including knowledge of Office 365, database and Library Management Systems	<i>Essential</i>
Sound knowledge of literature, particularly for young adults/teenagers	<i>Essential</i>
Ability to share enthusiasm for reading and to promote literacy	<i>Essential</i>
A good level of spoken and written English	<i>Essential</i>
Basics of financial management	<i>Desirable</i>
Experience of working in a school or other educational establishment	<i>Desirable</i>
Personal and Professional Qualities	
Approachable with excellent communication and interpersonal skills	<i>Essential</i>
Flexible with a 'can-do' approach	<i>Essential</i>
A sense of fun and a willingness to share ideas and inspire young people	<i>Essential</i>
Ability to build and maintain strong relationships and work as a member of a team	<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.

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.

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 Poets House, A Little Something Ely, The Almonry 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 Thursday 26th March.

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

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.



Website: www.kingsely.org Charity Number: 802427 Company Number: 2440509

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