

## Gap Student

We are looking for an enthusiastic, pro-active Gap Student to join our friendly team.

**You:** motivated; hard-worker; keen to use your initiative; versatile; considering a career in education; future leader; team-player; keen to learn; can-do attitude; friendly; organised; punctual.

**What we offer:** valuable experience in an excellent boarding prep school (Reception to Year 8); opportunities for involvement in sport, music and drama; access to our experienced teachers; use of our sports facilities; meals while on duty; long school holidays for seeing the world!

Reporting to	Gap Coordinator & Head of Boarding
Type of position	Full time
Salary	Aged 18 – 20 inclusive - £22,568 pa Aged 21 and above - £26,437 pa
Fixed Term	September 2026 – end July 2027

## The School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have approximately 40 boy and girl boarders, including our choristers; we offer full boarding, weekly and flexi-boarding.

King's pupils continue their education at leading independent and state senior schools, often with scholarships.

King's is a vibrant and exciting place to teach. Outside the classroom there are many activities and teaching staff are expected to take an interest in all aspects of School life. All members of staff contribute to extra-curricular activities outside lesson time. Teaching staff are also expected to play a full part in general School duties.

## Person Specification

The person appointed will demonstrate a particular interest in working with children in education. Good oral and written standards will be expected, as well as efficient administrative skills. A sense of humour, the ability to remain calm in challenging situations, and excellent interpersonal skills are all essential. The ability to work as part of a team is crucial.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Experience</li> </ul>		<ul style="list-style-type: none"> <li>• Experience in a boarding school environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• Skills &amp; Ability</li> </ul>	<ul style="list-style-type: none"> <li>• Approachable, committed, enthusiastic, motivated, calm, well-organised.</li> <li>• Ability to take responsibility for activities or special projects.</li> <li>• Open and responsive to new experiences.</li> <li>• Willing to work as part of a team.</li> <li>• Willing to play an active part in the School community.</li> <li>• Willing to coach/support sports.</li> <li>• An understanding of, and acceptance and commitment to, the principles underlying equal opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in sports coaching.</li> </ul>

## The Role

Gap Students work closely with many different areas of the School including Pre-Prep, Games, Music and the Boarding House. The successful candidate will take an enthusiastic and responsible approach to all duties. Gap Students follow a detailed duty rota which includes, but is not limited to, the following:

### Key Responsibilities

- Assisting members of staff with the delivery of lessons or activities throughout the School;
- Providing support to staff and supervision of pupils on educational visits or residential trips; helping with themed learning days on site;
- Monitoring pupils' behaviour and social interactions during breaktimes and lunchtime; encouraging inclusion and managing games to promote fairness;

- Helping the School Office with administrative tasks such as checking the register at the start of each school day, as well as other tasks deemed appropriate;
- Supporting Games staff with Games lessons / fixtures; this may include accompanying sports teams to away matches; and
- Helping supervise the boarders after school, in the evenings and at weekends (by rota); this may include assisting with activities, leading town trips with a small group, sitting with boarders at mealtimes and encouraging good table manners and helping with bedtimes.

In working with pupils, Gap students are also expected:

- To take responsibility for the care and wellbeing of all pupils in their care.
- To know, demonstrate and promote the King's ethos.
- To be sensitive to social relationships between children.
- To be aware of pupils' concerns and be sensitive to these in practice.
- To be proactive in reporting concerns about a pupil either to the appropriate member of staff or through the relevant reporting process.
- To be familiar with all relevant School policies and procedures such as the School's *Safeguarding and Child Protection Policy*, *Policy for Good Discipline* and *Anti-Bullying Policy*.
- To understand and promote the rules and procedures in the Boarding House as detailed in the *Boarding House Staff Handbook*.

### Appraisal

- Feedback will be given on a regular basis as arranged with the Gap Coordinator and Head of Boarding.

### Staff

- To participate in a weekly meeting with the Gap Coordinator.
- To participate in INSET Days at the beginning of each term, or as otherwise arranged.

### Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline, and by following the necessary rules and regulations when using equipment.
- To communicate to the Gap Coordinator or Head of Boarding, as appropriate, any concerns regarding the general welfare and safety of pupils.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

## Safeguarding and Child Protection

- To be familiar with the relevant School policies, in particular the School's Safeguarding and Child Protection Policy and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact the Designated Safeguarding Lead or a member of the Safeguarding Team with any concern about a child at the School.

## Benefits

The following benefits apply to the Gap Students:

- Meals provided when on duty during term time.
- Generous holiday entitlement.
- Staff health scheme.
- Cycle to Work scheme.
- Use of School sports' facilities.

## Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Prevent;
- Health and Safety at Work;
- Basic GDPR;
- Fire Awareness;
- Manual handling; and
- Induction to Boarding.

## Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a Medical Questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

**Candidates should return the following documents:**

- Application form
- Reference consent form
- Equality and Diversity monitoring form (optional).

Please submit your application to: Katie Randle, Gap Coordinator, King's College School, West Road, Cambridge, CB3 9DN; e-mail: [jobs@kcs.cambs.sch.uk](mailto:jobs@kcs.cambs.sch.uk).

*January 2026*