



Ewell Castle School

Site Assistant

Further Details

January 2020 or sooner, if possible

Ewell Castle is a small, thriving, independent school located in Ewell Village, one mile outside Epsom, in leafy Surrey. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its pastoral care of pupils and enjoys a vibrant community spirit including regular events for staff, parents and friends of the School.

The Senior School occupies The Castle in Church Street and accommodates approx. 340 students. The Prep School occupies two sites in the heart of the village. Nursery to Year 2 are accommodated at Chessington Lodge and Years 3-6 enjoy the buildings and grounds of Glyn House, also in Church Street.

The Site Assistant will report directly to the Site Manager and work closely with the rest of the Site Team to maintain the School buildings and grounds to a high standard and ensure a safe, secure and attractive working environment for pupils and staff. Ewell Castle is a busy and dynamic place to work with teaching and support staff working as a team to fulfill the School's vision: To Inspire and Nurture our pupils to Achieve, within a happy, family friendly atmosphere. The school is known for its beautiful grounds including the 200 year old Castle building and the old vicarage, Glyn House, tucked away in Church Street, as well as the more prominent Chessington Lodge near Bourne Hall. Although this role is based at the Senior School the work will be across all three sites in Ewell Village.

Potential candidates will need to have had previous experience of working in a maintenance role or have relevant transferable skills. The ability to work unsupervised as well as in a team and to carry out varied maintenance and repair tasks are essential as are good communication skills. The successful candidate will have a commitment to safeguarding and promoting the welfare of children as well as to maintaining high standards in all areas of work but particularly relating to health and safety and security. An awareness of the importance of confidentiality and data protection in a School setting is essential. Please see the separate detailed job description and person specification for further information on this specific role.

The hours will be 14.00 to 22.00, Monday to Friday and will require a degree of flexibility. The holiday allocation is 25 days per year.

The salary for this role will be on the Ewell Castle Support Staff Salary Scale banding 7-11, depending on the successful candidate's experience. All new employees follow a structured induction programme and thereafter are engaged in the School review process.

Benefits currently include:

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Lunches are provided during term time, free of charge.
- Contributory pension scheme
- Interest free loans are available for the purchase of computers through the school.
- A 'ride to work scheme' is offered.

Ewell Castle School 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 and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.

*Further information about the School and an application form are available on our website: www.ewellcastle.co.uk. A completed **application form** with a **covering letter** (maximum single side of A4) should be sent to the HR & Compliance Manager as soon as possible by email to recruitment@ewellcastle.co.uk. Please note that we are unable to accept CVs. Correspondence should be marked '**Site Assistant: Confidential**'.*

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

05/11/2019