



## Ewell Castle School

### Site Assistant

#### Further Details

***For January 2019 or before 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 Principal of Ewell Castle is a member of the Society of Heads and the Head of Preparatory School is also a member of IAPS. 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 Prep School provides for approximately 200 pupils in total. The Senior School is three or four-form entry at 11+ supplemented with a further entry at 13+.*

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.

*In the Prep School, potential pupils are invited in for a taster session during which they are assessed in English and Maths. Pupils applying to enter the Senior School are assessed by means of written examination, report and interview; main entry points are at 11+, 13+ and 16+. Academic criteria are not however the sole means of selection. The school strives to ensure a balanced intake with a range of academic abilities from the most able to some of 'average' potential, and significantly, there is also a variety of other talent and aptitude evident. The school has a fine reputation in the fields of Sport and the Arts, and sets great store by its extra-curricular provision. The focus is clearly upon the whole child and achieving the potential of each individual pupil in academic and other areas. Pastoral care is given a very high profile within the school and it is also expected that a full part will be played by staff in the extra-curricular and co-curricular life of the school.*

*The 2018 pass rate at GCSE was 93.5% while 96.2% of pupils gained 5 or more A\*-C or 9-4 grades. At A Level, students have achieved 76% (A\*-C passes) and UCAS points per candidate of 103.*

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.
- The school contributes to the Teachers' Pay and Superannuation 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](http://www.ewellcastle.co.uk). A completed **application form** with a **covering letter** (maximum single side of A4) should be sent to the Principal's PA as soon as possible by post or email (preferred: [recruitment@ewellcastle.co.uk](mailto:recruitment@ewellcastle.co.uk)). Please note that we are unable to accept CVs. Correspondence should be marked '**Site Assistant: Confidential**'. The closing date for applications is **Midday on Wednesday 21<sup>st</sup> November 2018, and interviews will be arranged for the week beginning 26<sup>th</sup> November 2018.** Applicants should state their availability for interview for this week.*

***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.***

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7/11/18