

Candidate Information Pack

School Minibus Driver £15.00 per hour



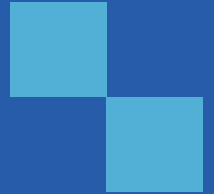
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Welcome From The Principal



Greetings and warm regards,

Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

Silas Edmonds MA, NPQH, FRSA
Principal



School Profile

A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.' Muddy Stilettos



High Performance Learning



- At Ewell Castle School we assume that all our pupils can become high attainers.
- We do not talk about ability, we focus on current performance and future performance.
- We define high performance as a mix of academic confidence and attainment, personal value, attitudes and attributes and an enterprising, problem solving mindset.
- We use the cognitive language of Advanced Cognitive Performance Characteristics (ACPs) and Values Attitudes and Attributes (VAAs) to provide a cross-school language for teaching and learning.

Familiarisation	Embedding	Systematising	Optimising
Initial training for key staff	In-school training and capacity building	Segmented PD and internal capacity building	Segmented PD and internal capacity building
Adoption plan secured and mobilised	Adoption plan progressed	Development plan agreed and mobilised	Development plan agreed and mobilised
HPL Lead assigned	Professional Learning Community active	Research culture being established HPL staff expertise identified and rewarded via performance management	Research culture optimised HPL leadership within and beyond the school at all levels
HPL introduced to staff	HPL language used in lesson planning, delivery and feedback	HPL used to underpin all lesson planning, delivery and feedback	Consistency of approach across all classrooms, phases and extra-curricular
HPL used in lessons	Regular use of HPL by students	Routine use of HPL in students' own language	HPL pervading all aspects of student life
Pulse check used to establish baseline	School-wide structures being reviewed/refreshed	School-wide structures aligned	School-wide structures HPL optimised
Visible in the school	Becoming the language of T/L in the school	Adopted formally in all aspects of T/L	Any weak areas identified and mitigated
Communicated to parents, students and school community	Induction for all new teachers, student cohorts and individual students re HPL Staff recruitment, selection and promotion starting to reflect HPL alignment	Staff recruitment, selection and promotion based on HPL alignment Succession planning includes HPL expectations Routine induction for all new teachers, student cohorts and individual students re HPL	Staff recruitment, selection and promotion firmly based on HPL alignment Succession planning includes HPL expectations Routine induction for all new teachers, student cohorts and individual students re HPL
Parents aware of HPL	Parent engagement and satisfaction increased Parents aware of how to support the development of HPL and VAAs in their child	Parents actively engaged in developing HPL in their child and indicating satisfaction with school	School of choice for parents
Students aware and interested	Student attitudes and results improving	Student attitudes and results show continuous improvement year on year on agreed measures	Post school destinations show marked improvement
Staff aware and engaged	Staff attitudes and satisfaction increasing	Staff attitudes and satisfaction continuing to increase	Staff recommending HPL to colleagues in other schools
HPL Pathway status visible on school website	Visible on website with examples	Front page of the website as a key differentiator	Used extensively in marketing the school



Vision, Mission Ethos And Values



Vision

Our vision is to:

- INSPIRE
- ENGAGE
- EXCEL

To deliver a progressive 21st century education.

Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

Values



We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience

Job Description

School Minibus Driver



Job Title: School Minibus Driver

Location: Ewell Castle School

Hours: Split Shift – 07:00–09:00 and 16:30–18:30 (Monday to Friday, term time only)

Contract: Part-time, term time only

Job Overview:

Ewell Castle School is seeking a reliable, safety-conscious, and friendly Minibus Driver to transport pupils to and from school during term time. The role requires working a daily split shift and ensuring the safe and timely collection and drop-off of students in accordance with the school's transport schedule.

Key Responsibilities:

- Safely operate the school minibus on designated routes during morning and afternoon shifts.
- Carry out daily vehicle checks and ensure the minibus is kept clean and in good working condition.
- Report any vehicle defects or incidents promptly to the Transport Manager or relevant staff.
- Ensure the safety and wellbeing of all passengers at all times.
- Provide a courteous and professional service to students, parents, and staff.
- Maintain accurate records of journeys and report any delays or concerns.
- Follow all school transport policies and procedures, including safeguarding protocols.

Requirements:

- A valid UK driving licence with Category D1 entitlement.
- A good driving record with no major endorsements.
- Experience driving a minibus or similar vehicle is desirable.
- Must be punctual, reliable, and demonstrate a responsible attitude.
- Friendly and approachable with a commitment to safeguarding and student welfare.

Pre-employment Checks:

- All offers of employment are subject to the following checks:
 - Enhanced Disclosure and Barring Service (DBS) check.
 - Right to work in the UK verification.
 - Satisfactory references.
 - Medical fitness for the role.

Job Description

School Minibus Driver



Additional Information:

The position is part-time, covering school term time only.

Uniform and any necessary training will be provided.

Candidates must be available to work the full split shift: 07:00–09:00 and 16:30–18:30, Monday to Friday, during school terms.

General/Other:

To always adhere to Safeguarding and Child Protection regulations, and training.

To undertake appropriate professional development, including membership of appropriate professional associations and networking groups.

To engage in the School's procedures regarding appraisal.

To be aware and adhere at all times to the School code of conduct and confidentiality.

To undertake such other responsibilities as may be reasonable and required from time to time within the overall scope of the post.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.

Why Join Us?

Staff Benefits



01

Fee Discount

Children of members of staff benefit by up to 50% maximum remission of school fees. (The remission is reduced pro rated for a part-time member of staff.)



02

Lunches, Drinks & Cycle to Work

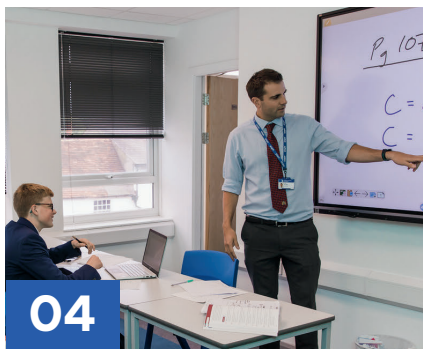
Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03

Pension Scheme

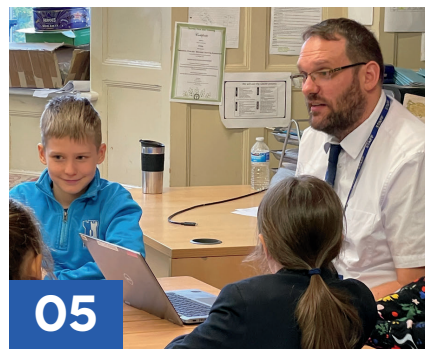
The School offers a generous contributory pension scheme.



04

Interest Free Loans

Interest free loans are available for the purchase of computers through the School.



05

CPD Opportunities

CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

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.

Further information about the School is available on our website: www.ewellcastle.co.uk

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.

Application And Selection Process



How To Apply

- 01** Complete the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience relating to the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

Selection Process



Step 1
Application
Evaluation

■ We will evaluate relevant applications against the requirements of each particular role.



Step 2
Interview

■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.



Step 3
Interview
Assesments

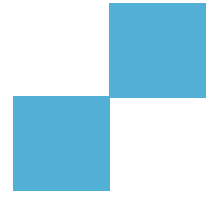
■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



Step 4
Selection and
Outcome
Notification

■ Interviewed applicants will be contacted and notified of the outcome of their application.

Staff Testimonials



School Administrator

‘I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal’s Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity. ‘



Teacher

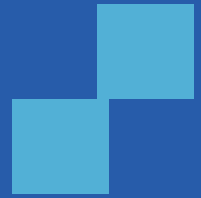
‘I joined Ewell Castle as a Maths Teacher. As a teacher I have developed both professionally and personally within my role at the School. I have had many wonderful opportunities to be involved in the whole of school life at Ewell Castle. I have particularly enjoyed improving the data management systems within the School and being involved in sport and co-curricular activities. I would particularly recommend the School to anyone looking to teach within a supportive team environment. ‘



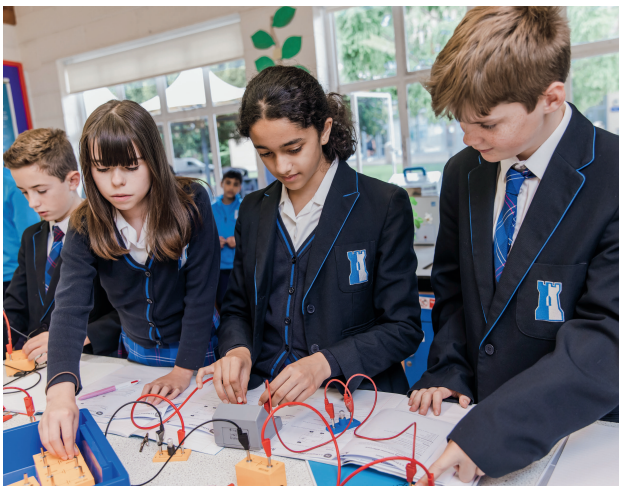
Head of Department

‘I joined the School as Head of Department and since then have progressed professionally by taking on the additional responsibility of More Able Coordinator and High Performance Learning Lead. The School supported my professional development and CPD via courses and mentoring and I am enjoying the variety of my roles.’

One School



Four Sites Within the ❤️ of Ewell Village



Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fizalan House (Sixth Form)
- Glyn House (Prep School)
- Chessington Lodge (Sixth Form)

- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.



EWELL CASTLE
SCHOOL



Where children thrive within a
progressive 21st century
education

Independent Co-Educational Day School 4-18 years

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