



**EWELL CASTLE
SCHOOL**

Candidate Information Pack

Mini Bus Driver Zero Hour Contract



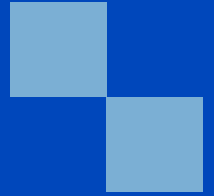
Church Street, Ewell, Surrey, KT17 2AW

Tel: 020 8293 1413

recruitment@ewellcastle.co.uk

www.ewellcastle.co.uk

Overview



Candidate Pack	1
Overview	2
Welcome From The Principal	3
School History	4
School Milestones	5
School Profile	6
Vision, Mission, Ethos And Values	7
Job Description	8
Person Specification	10
Role Further Details	12
Why Join Us - Staff Benefits	13
Application And Selection Process	14
Staff Testimonials	15
One School Four Sites	16

Welcome From The Principal



Every pupil known. Every path ambitious.

At Ewell Castle, every pupil is understood as an individual. Not simply recognised by name, but known for who they are: their strengths, interests, motivations, potential and the support or challenge they need to progress. Pupils are known and valued within a grounded culture that gives them the security to get involved, take on new challenges and grow .

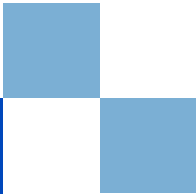
High expectations, shaped around the pupil.

We believe ambition is personal and that all of our pupils should aspire to be high-performance learners and creative thinkers. It is not about expecting every pupil to follow the same route, but helping each young person recognise their strengths and pursue a path that reflects who they are and what they hope to achieve. Through smaller class sizes and personalised subject choices, our teachers know pupils so well that they build confidence and provide the right opportunities, guidance and challenge, whether in the classroom, on the sports field or through the creative and performing arts.

The result is an education where every pupil feels they belong, every achievement is valued and every young person leaves with the confidence, character and ambition to embrace what comes next. This is what we mean by Every pupil known. Every path ambitious.

Rigorous outcomes for exciting futures.

As a mixed ability co-educational day school on the Surrey/London borders, we offer children aged 4 to 18 the benefits of a family-attuned atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Prep School pupils receive many 11+ scholarship offers while 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.



Welcome From The Principal

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 and wellbeing care, creating a rounded and grounded experience for all.

Creative thinkers and High-Performance learners.

We always look beyond the assumptions to see the exciting potential that others miss. In a nutshell, we see more in every pupil so that every pupil can see more in themselves.

The Castle's core ideology is to focus our energy on the learning and wellbeing outcomes for all our children. What happens in the classroom is the beating heart of the School, stretching and challenging our pupils to achieve more than they thought possible, and to support them when they might be struggling. I firmly believe that "I don't know" is simply a starting point to learning, stimulating young people's thinking; developing a growth mindset means that effort and struggle will always eventually be rewarded. We develop social and emotional intelligence to enhance our children's communication skills and empathy, increasingly valuable qualities that will never go out of fashion.

**Silas Edmonds MA NPQH FRSA,
Executive Principal**



School History

Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015 .

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street.

The School is now spread across four sites within the heart of the Ewell Village conservation area.



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.

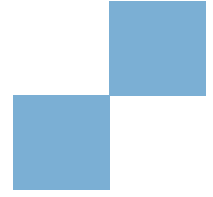
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

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

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: Bank Staff, Flexible Hours
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:

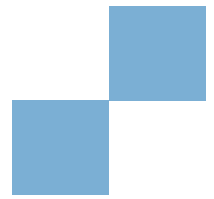
- Safely operate the school minibus on designated routes during morning and afternoon shifts.
- Carry out daily vehicle checks and ensure the minibus is kept clean and in good working condition.
- Report any vehicle defects or incidents promptly to the Transport Manager or relevant staff.
- Ensure the 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.



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 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.)



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

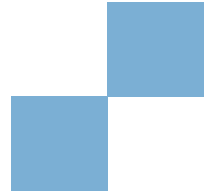
CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

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 and submit 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 as required in 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

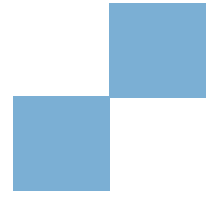
■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



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

Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff. Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.

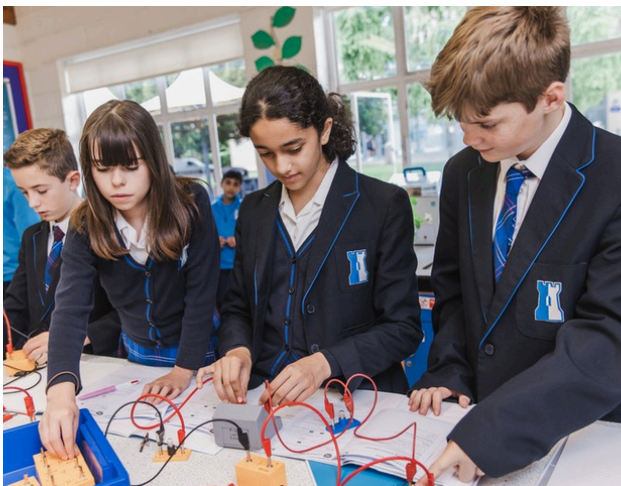


Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community

One School

Four Sites Within the ❤️ of Ewell Village



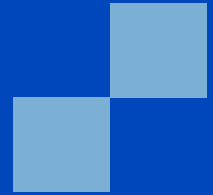
Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fitzalan 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

Church Street, Ewell, Surrey, KT17 2AW
Tel: 020 8393 1413

recruitment@ewellcastle.co.uk
www.ewellcastle.com