



**EWELL CASTLE  
SCHOOL**

**Candidate Information Pack**

# **Site Assistant Full Time**

**37.5 hours a week (rolling shift pattern between  
7am and 10pm) Starting: April 2026  
Salary: £25,106 - £25,605 (depending on experience)**



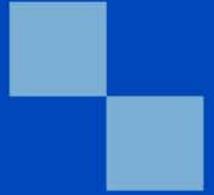
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# Overview



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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 19 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.

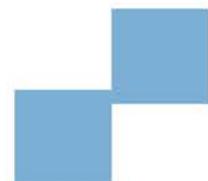
As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, 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 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 Milestones

01



**1926** | **The Castle**

Ewell Castle Independent School was founded in 1926 as a boys day and boarding senior school. Its origins go back to Leicester House and Barrow Hedges schools in Carshalton.

02



**1953** | **Chessington Lodge**

In 1953 the Chessington Lodge site became the new Junior School, initially for boys, later co-ed. A Nursery opened in 1985. The site is now used for Sixth Form classes.

03



**2002** | **Glyn House**

Grade II listed Glyn House (1836) was acquired in 2002 for pupils in Yrs 3-6. Nursery to Year 2 pupils remained at Chessington Lodge until 2022-2023 respectively.

04



**2013-15** | **Co-Ed in Senior and Sixth Form**

Girls joined the Sixth Form in 2013 and then in 2015 girls joined the Senior School, initially into Years 7 and 9 and thereafter across the other year groups.

05



**2016** | **Tennis and Cricket Academies Launched**

In 2016 the School launched a Tennis and Cricket Academy, to combine elite coaching with bespoke academic timetables for pupils with county/national ability in their chosen sports. The Tennis Academy is ranked #2 in the country.



# 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.

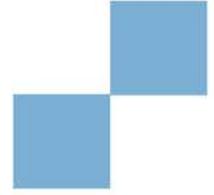
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

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

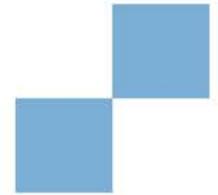


We live by our Shared Values:

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

# Job Description

## Site Assistant



### Responsibilities:

All responsibilities and duties should be undertaken with due consideration of the timetabled use of the sites.

#### Buildings

- Redecoration, repair and maintenance of the School buildings under the guidance of the Head of Maintenance;
- Reporting areas of damage or safety issues to the Site Manager;
- Removal of graffiti and chewing gum from walls, furniture and carpets.

#### Grounds

- Upkeep of lawns and flower beds;
- Trimming of bushes, shrubs and trees;
- Maintaining/cutting the playing fields and refreshing pitch markings;
- Clearing of leaves;
- Keeping all areas clear of litter;
- Erection and dismantling of goal posts;
- Removal of snow and spreading of salt/grit in anticipation of bad weather to ensure safe access to all sites.

#### Security

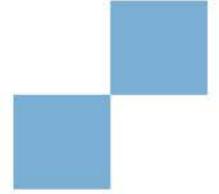
- Monitoring the security of the perimeter of the sites;
- Ensuring the works outbuildings are locked at all times;
- Be familiar with the working of the fire and security alarms and procedures;
- Daily patrol and locking of all buildings ensuring alarms are set;
- Acting as on-call key holder for alarm activation.

#### Other Duties:-

- Assisting with set-ups and clearing up after functions;
- Dealing with/clearing up of spillages as required;
- Transporting lunches/refreshments between sites;
- Putting out bins ready for collection;
- Carrying out jobs in the buildings or around the grounds as instructed by the Site Manager.
- Participating in in-service training as appropriate for professional development.
- Participating in Performance Management and Appraisal & Review arrangements.
- Performing any additional duties requested by the Principal.

# Job Description

## Site Assistant



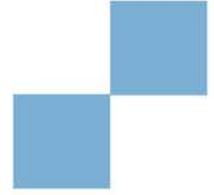
### Further duties:

- To always adhere to Safeguarding and Child Protection regulations, and training
- Reliable and conscientious
- Excellent communication skills
- Neat appearance, taking care of work uniform
- Ability to work as part of a successful team and work effectively under pressure
- Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible

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



# Person Specification Site Assistant



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## Qualifications

### Desireable

- Relevant training completed or qualifications

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## Experience

### Desireable

- Experience in a similar role

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## Knowledge & Skills

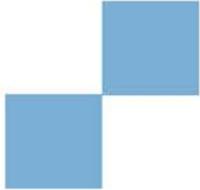
### Essential

- Be an effective and confident communicator, having a good command of English, both spoken and written.
- Ability to work as a team and on one's own.

### Desireable

- Knowledge of up-to-date practices, materials and products used for maintenance jobs

# Person Specification Site Assistant



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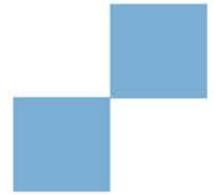
## Personal Qualities

### Essential

- Be willing to work flexible hours dependent on the school's needs.
  - A commitment to safeguarding and promoting the welfare of children.
  - To display the highest levels of integrity and complete trustworthiness and discretion.
  - Be a problem solver, and to be able to reflect upon one's own practice.
  - Have an excellent punctuality and attendance record.
  - Be of smart professional appearance.
  - Flexible, versatile, and self-motivated.
  - To have energy, enthusiasm, flexibility, and determination to succeed.
  - To have a strong commitment to the school's ethos and values
  - Have the ability to be reflective and improve your practice
  - Be a resilient role model to pupils and students
  - To have a strong commitment to your own Continuous Professional Development.
  - An awareness of the importance of confidentiality and data protection.
  - Be highly organised with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.
- 

# Further Details

## Site Assistant



### Further Details

The Site Assistant will 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. 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 and new 6th form facility.

Although this role is based at the Senior School the work will be across all four sites in Ewell Village.

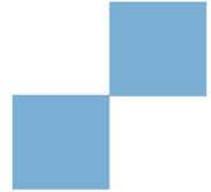
Potential candidates will have had previous experience of working in a maintenance role or have relevant transferable skills. The ability to work unsupervised as well as in a team and to carry out varied maintenance and repair tasks are essential, as are good communication skills.

The hours will be on a rota pattern but regular hours will be 07:00 - 15:00, 10:00 - 18:00 and 12:00 - 22:00 Monday to Friday and will require a degree of flexibility. The holiday allocation is 25 days per year plus Bank Holidays. Attendance at school open events and occasional Saturday lettings is also required.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

# 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

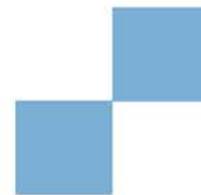
CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

**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](http://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

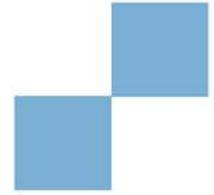
■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



**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



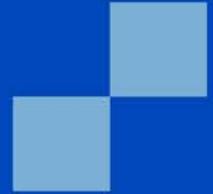
## Located within the ❤️ of Ewell Village

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