



# EWELL CASTLE SCHOOL

Where Children Thrive



Independent Co-Educational Day School  
for Boys and Girls aged 3 to 18 years

## Saturday Sport Assistant

- Job Location:** Ewell Castle Senior School
- Working Hours:** Saturdays 07:30—12:30 36 weeks per year (Term Time)
- Reporting to:** Director of Sport
- Start Date:** Immediate
- Salary:** £12.00 per hour



INSPIRE – ENGAGE - EXCEL



## Saturday Sports Assistant

Ewell Castle is a thriving, independent school located in leafy Ewell Village. 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 family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

Pupils at Ewell Castle play Rugby in the Autumn term, Football in the Spring Term and Cricket and Athletics in the summer term. Girls additionally play Netball in the Autumn and Spring terms.

The school has dedicated pitches on site and indoor sports hall. The school runs a very successful [Tennis academy](#) and [Cricket academy](#) and a thriving sports scholarship programme.

The Saturday Sports Assistant play a key role in the smooth running of the school's extensive Saturday fixture programme, supporting the coaches, teachers and players and ensuring the school presents a professional image to visiting teams. The role is term time only. The ideal candidate should have a full clean driving licence.

Click here to watch our video and learn more about us:

['Welcome to Ewell Castle School'](#)



**Job Description:**  
**Saturday Sports Assistant**



The Saturday Sports Assistant plays a vital role in the provision of a professional and streamlined Saturday fixture programme at the School, the post holder reports to the Director of Sport.

**Core Hours –Saturday – 7:30am to 12.30pm during Ewell Castle Term Time**

**Main Responsibilities:**

- Unlock and lock sports facilities
- Site sports equipment into position for fixtures, and ensure equipment is securely and safely stored after matches. This includes: corner flags, netball posts, goal posts, post pads, boundary markers, site screens, stumps etc
- Blow leaves off pitches if needed
- Put pitch information signs out
- Place parking information sign outside front gate for parents to see
- Drive "off site" home game equipment to site and set up pitches
- Collect match teas and drive to 'off site' home venues
- Set up serving area
- Break down serving area
- Return food and serving equipment to kitchen
- Collect signs in and store away

**General Responsibilities:**

- To help with the general running of the department on a Saturday morning
- To carry out such tasks as may be reasonably required by the Director of Sport

**Other:**

To be aware of and abide by all the School's policies, in particular safeguarding.

To assist at school functions and with co-curricular activities.

To perform such other duties as may be required by the Principal.

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







### **Why join us?**

- 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 currently subscribes to the Teacher's Pension Scheme.
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- 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.***



**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.**





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