



# Toynbee School

**Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
S053 2PL**

**Appointment  
of  
Examinations Invigilator**

**Contact Details:**

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## APPLICATION DETAILS

Please find enclosed the following details:

- A Job Description
- Person Specification
- Letter from the Headteacher

An application form (teaching staff) is available to download from Toynbee School website. See link below:  
[www.toynbee.hants.sch.uk/vacancies.php](http://www.toynbee.hants.sch.uk/vacancies.php)

### **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check  
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

### **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

## Toynbee School Job Description

<b>Post</b>	<b>Exam Invigilator</b>	<b>Current Post Holder</b>	
<b>Allowance/ Scale</b>	£13.95 per hour (includes an element of holiday pay)	<b>Date Reviewed</b>	
<b>Working Pattern:</b>	Variable during exam season (May, June & July)	<b>Signed</b>	

### List of Principal Duties

#### Duties:

Helping to set-up the Exam hall, ensuring notices, clocks etc. are correct.

- Assisting with the supervision of pupils in formal examinations.
- Distribution and collection of examination papers.
- Patrolling the examination hall to ensure that there is no violation of examination rules.
- Safeguard the health, safety and welfare of students and staff in the examinations room.
- Ensure the Conduct of students during the examination is in accord with the school's requirements. Complete reports on incidents of misconduct as required.
- Dealing with queries raised by pupils (candidates) which are not related to the content of the examination papers.
- Escorting pupils from the examination hall in the event of their being unwell.
- Assisting with the supervision of pupils before, between and after examinations if required.
- Fulfil any other such duties as may reasonably be allocated by the Headteacher/Exams Officer within the purview of the post.

## Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be an Exams Invigilator at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspection in 2024, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden  
Headteacher