



Toynbee School

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

**Appointment
of
PA to Headteacher**

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk/vacancies

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description/role profile
- A letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: www.toynbee.hants.sch.uk/recruitment

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

Post	PA to Headteacher	Current Post Holder	
Allowance/ Scale	EHCC Grade D	Date Reviewed	
		Signed	

Main Purpose of the Job

- To provide secretarial and administrative support to the Headteacher and the Leadership team
- To take a leading role in key areas of work, or undertake specific projects, as required by the Headteacher

Duties and Responsibilities

1. To provide a full secretarial service to the Headteacher, including:
 - a. Word processing a range of correspondence and other documents, some of which may be confidential
 - b. Maintaining the Headteacher's and SLT's diaries and arranging appointments
 - c. Attending meetings and producing minutes and other documentation as required
2. To carry out general administrative duties, including filing, photocopying and record keeping.
3. To provide the first point of contact for enquiries to the Headteacher, whether in person, by phone or by email and to deal with straightforward issues on the Headteacher's behalf.
4. To welcome the Headteacher's guests and visitors to the school and to provide hospitality.
5. To provide a confidential administrative support service to members of the Leadership Team as required;
6. To undertake specific projects, on behalf of the Headteacher, as may be required from time to time;
7. To maintain the school website ensuring it is kept up to date in conjunction with the Headteacher
8. To collate and co-ordinate the production of school documents, which may include the Prospectus, Policy documents etc;
9. To supervise the work of the Admin team including reception and reprographics.
10. To oversee and arrange school events, which may include open evenings and presentation evenings.
11. To act as main point of contact for the Local Authority and the DfE and to be responsible for providing information/returns as required.
12. To deal with complaints, in accordance with the school's Complaints Procedure.

13. To liaise with a variety of agencies and organisations, as required, on behalf of the Headteacher or members of the Leadership team
14. To be the key point of contact for press enquiries and any general information requests about the school.
15. To be aware of and adhere to applicable rules, regulations, legislation, and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, COSHH, Data Protection and copyright legislation).
16. To be responsible for your own continuing self-development, undertaking training as appropriate.
17. To undertake other duties as may be reasonably allocated within the purview of the Headteacher.

General

- Strengthen and embed a collaborative / collegiate working approach across the school. To ensure the safety and well-being of children and young people at the school by adhering to and complying with the school's Safeguarding (including Child Protection) Policy and Procedures at all times and carry out any other reasonable duties as requested by the Bursar
- To display correct staff identification at all times whilst on site
- To attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- To constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the senior leadership team. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the PA to Headteacher 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 inspections in 2015 and 2019, 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