



# Toynbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
S053 2PL

Appointment  
of  
Senior Administration Assistant

**Contact Details:**

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**Website:** [www.toynbee.hants.sch.uk/recruitment](http://www.toynbee.hants.sch.uk/recruitment)

## **Application Details**

I have enclosed with this pack the following details:

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

An application form (support staff) is available to download from Toyndbee School website. See link: [www.toyndbee.hants.sch.uk/recruitment](http://www.toyndbee.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

<b>Post</b>	Senior Administration Officer	<b>Current Post Holder</b>	
<b>Allowance/ Scale</b>	EHCC Scale C	<b>Date Reviewed</b>	
		<b>Signed</b>	

### Accountability:

The Senior Admin Assistant will be responsible to

1. Headteacher
2. Senior Leadership Team
3. Bursar

### Job Purpose:

A person with a calm, friendly, flexible approach, who can work under the pressure of regular interruptions, is required to be responsible for administrative tasks for HR, School Trips and Events, Careers and Work Experience and other tasks for the Senior Leadership Team as required. ICT skills are essential, and you must be competent in the use of Office 365. The job holder will be a designated First Aider within school and will provide cover for our medical room, reception and pupil attendance.

### Duties and Responsibilities

1. To assist the HR Officer with admin functions such as invitations to interviews, references, keeping training records up to date and filing.
2. Assist on interview days with photocopying of paperwork, refreshments, and escorting candidates around the school.
3. To undertake the typing / word-processing, collation and distribution of correspondence, reports, minutes and other documents as required;
4. To undertake administrative duties including record keeping, ordering, photocopying, filing for the EVC and the Senior Leadership Team
5. To prepare all off-site visit documentation for approval by the Senior Leadership Team, Hampshire County Council and Governors. Prepare all appropriate documentation for Trip Leaders as specified in the Off-Site Visits policy. Enter all off-site visits onto the 'Evolve' system for approval by Hampshire Outdoors.
6. To cover pupil attendance, using computer systems (e.g. SIMS) to input data, analyse and interpret data, run reports and use the school communication system as appropriate
7. To cover reception, answer the telephone, receive visitors to the school and deal with routine enquiries.

8. To be a Designated First Aider, supporting (and deputising for) the School Welfare Officer.
9. 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).
10. To be responsible for continuing self-development, undertaking training as appropriate.
11. To undertake other duties as may be reasonably allocated within the purview of the Headteacher and Senior Leadership Team

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

## Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Senior Administration Assistant 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