

Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2PL

Appointment
of
Community & Events Officer

Contact Details:

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

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description
- 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

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
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	Community & Events Officer	Current Post Holder	Retirement
Allowance/ Scale	EHCC Scale D	Date Reviewed	15/01/2024
Working Pattern:	37 hours (52 weeks)	Signed	

Accountability:

The Community & Events Officer will be responsible to

1. Director of Finance and Resources

Job Purpose: To lead and develop the Community function of the school which operates 360 days a year. You will be the first point of contact for all community customers, and be responsible for administering and managing the booking, payments system and liaising with stakeholders.

Profile and Responsibilities:

1. To lead, develop and market the community function of the school
2. Produce a Business Plan, and proactively monitor the expansion of the Community facilities and recruitments of customers.
3. To lead, develop and market community events in partnership with the PTA
4. To administer the Community booking system – liaising with users and school staff concerning availability.
5. To conduct an annual review of pricing and make recommendations on pricing points for hirers.
6. To develop the community function and maximise the potential of Toynbee School, and the needs of the community it serves. This includes making more of the school available for lettings and marketing the venue across multiple platforms including social media.
7. To administer the payments system related to the booking system – generating invoices to recover the balances owed.
8. Work alongside the Site Team to ensure that all bookings meet the needs of the customers.
9. Work alongside the Director of Finance and Resources in planning the accessibility and resources of the Site to ensure it meets the needs of community customers.
10. Deal with customer complaints effectively and efficiently

This role will allow home working; however, this person will need to be flexible and be in school when necessary to deliver and develop the provision. This does include evening and weekends.

Any other reasonable request as directed by the school.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Community and Events Officer 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