



Toynbee School

**Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2PL**

Appointment of Receptionist

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/role profile
- 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	Receptionist	Current Post Holder	
Allowance/ Scale	EHCC Scale C	Date Reviewed	
		Signed	

Accountability:

The Receptionist will be responsible to

1. Headteacher
2. Senior Leadership Team

Job Purpose:

To ensure that, as first point of contact, all visitors and callers to the school are greeted with a pleasant, professional and helpful service. To quickly and accurately relay messages to pupils and staff and contact parents when requested. To accurately complete administration tasks as allocated.

Profile and Responsibilities: (Local specific from job profile)

1. To answer telephone calls, take messages and answer routine enquiries.
2. To receive visitors to the school, take messages and answer routine enquiries. Ensure all visitors are signed in when coming into the school buildings.
3. Undertake administration tasks, for example secretarial / typing / word processing / data entry as allocated.
4. To maintain records in reception for school off site visits, extra-curricular activities on site, grounds maintenance and contractors on site.
5. Act as the central point for staff needing assistance and dealing with the associated record keeping as required.
6. Being familiar with events, activities, trips etc. that are taking place so as to be able to quickly and accurately answer school/parent queries.
7. Undertake welfare support to pupils where appropriate

8. Such other duties as may reasonably be allocated within the scope of the post by the Headteacher.

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 Receptionist 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 and 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