



The Abbey



Administration Assistant

Part-time, fixed term for 1 year, Monday to Friday 10am-2pm



The Abbey



<https://vimeo.com/1010491740>





Introduction & Job Overview

To provide administration support to the senior school community.

We are seeking a new Administrative Assistant to join our wonderful Abbey community starting as soon as possible. This role is a part-time, fixed term, term time only position position for 1 year.





Welcome from the Head

The Abbey is a remarkable all-girls community of learning and brilliant experiences. It is a place of curiosity, adventurous spirits, and the excitement of discovery. We focus on individual care and attention in a warmly supportive atmosphere, full of fun and laughter. Our students have the assurance to take risks, explore interests and passions, and engage generously with the world and with each other.

Our results are outstanding, but what matters to us is how students achieve them. Our goal is to equip girls to achieve academic excellence with confidence, purpose and joy. This means providing exceptional opportunities across the widest spectrum of learning and activities. We offer more student-led learning and choice in our curriculum than almost any other school, so that students take charge of their own futures and mature into the people they mean to be.

What's special about The Abbey is the atmosphere. We're a diverse, down-to-earth community full of enthusiasm, spark and energy. We have played a leading role in all-girls education for over 130 years. During that we've adapted and innovated and that is true now more than ever. In today's world, all-girls education matters: it helps our students face the future on their own terms, ready to make the world a better place for themselves and the communities around them.

I look forward to receiving your application to join The Abbey as a valued member of our community.

Dr Sarah Tullis





Key Responsibilities

- Use a range of office software, including email, spreadsheets and databases, to ensure the efficient running of the office
- To use School Post and My School Portal to provide accurate and effective communication with parents and collate responses as required
- To liaise with key staff involved in School administration
- To deal with correspondence and queries, prepare letters and emails and deal requests/queries from students, staff and parents as required
- Preparing letters, presentations and reports
- Reception duties, including answering incoming calls
- Providing cover in the Resources department when necessary
- Follow up on phone calls and contacts as appropriate
- Filing, photocopying, scanning and archiving accurate records
- Attending meetings and taking notes as and when required
- Completing other tasks reasonable requested by the Line Manager and Senior Management Team
- To attend meetings and take minutes and take any appropriate actions
- Supporting all aspects of School administration.
- As a member of the administration team, you may from time to time be asked to support and undertake general administration requests including reception duties, answering incoming calls, and to cover the Resources department when required.

Person Specifications & Qualifications

- Qualifications and experience relevant to the role
- Strong organisation and communication skills
- IT and Database skills
- Proven ability to work proactively and with attention to detail
- Strong attention to detail
- Actively contribute to the school's marketing, admissions, engagement, and development strategies to promote student recruitment and enhance the school's reputation.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders, and partners.
- Understanding of Safeguarding requirements within an educational setting
- Commitment to the School's ethos and values



Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

This role is a fixed term position working 20 hours a week, term time only (0.53 fte)

The salary range for this role is: £10,733 - £11,771 per annum (£25,525 - £27,992 FTE)

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete [The Abbey's Application Form](#) which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

