



The Abbey



Health and Safety Compliance Officer

(Monday to Friday, 0.5fte, all year round)



The Abbey

<https://vimeo.com/1010491740>





Introduction & Job Overview

Reporting to the Head of Estates, the postholder will provide comprehensive administrative support in the organisation and monitoring of Estates management systems, processes and procedures; recording building services assets; maintaining the Estates PPM records and ensuring the school meets all health and safety compliance requirements.

The role involves maintaining accurate records, supporting audits and inspections, and helping to promote a safe, professional environment for students, staff, and visitors.





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



Role Description

Key Responsibilities

- To provide an efficient, pro-active, organised and effective service to the Head of Estates.
- Maintain accurate and up-to-date health & safety and compliance records (e.g., PPM, risk assessments, COSHH, incident logs).
- Monitor and track statutory inspections and ensure timely completion (e.g., fire safety systems, PAT testing, asbestos compliance).
- Administer contractor compliance processes, ensuring all certifications, permits, vetting and safeguarding checks (DBS) and documentation are current.
- Support the coordination, review, and tracking of Estates related risk assessments across the school.
- Record, monitor, and follow up on accidents, incidents, and near misses to support a safe environment.
- Prepare and maintain documentation for internal and external audits and inspections.
- Coordinate health & safety training, communications, and compliance updates for staff.
- Provide proactive administrative support to ensure the school meets all regulatory and safeguarding requirements.
- Manage confidential information in accordance with data protection requirements.
- It is expected that the post-holder may undertake such other duties as may reasonably be required.





Person Specification

- Proactive with a strong attention to detail and a high level of accuracy.
- Discreet, professional and trustworthy with excellent communication skills.
- Ability to work independently and as part of a team.
- Commitment to maintaining a safe school environment.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders and partners.
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness.

Qualifications

- GCSEs (or equivalent) in English and Maths.
- Administrative or business-related qualification (e.g., NVQ Level 2/3 or equivalent) or relevant work experience.
- Good level of digital literacy
- Health & Safety qualification (e.g., IOSH Working Safely or equivalent)
- First Aid at Work certification



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, swimming pool and diving facilities along with our 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.

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 permanent, part time position working Monday to Friday, 0.5fte.

The salary range for this role is: £12,762 - £13,996 pro rata (£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

