



The Abbey



Estates Team Member

A full-time, permanent position at our Junior School





The Estates Team member will join a busy Estates Team who support our Abbey sites to ensure the school is secure, safe, fit for purpose and is a clean environment.

We are seeking an Estates Team Member to join our wonderful Abbey community on a full-time, permanent basis.

Introduction



The Abbey



<https://vimeo.com/1010491740>





Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

Mrs Beccy Newton



Role Description

Key Responsibilities

- To complete general repairs and maintenance of the whole school to an acceptable standard.
- To repair and maintain fixtures & fittings, lamp/bulb replacements, and maintenance of external areas.
- Ensure the school site remains safe, secure, clean, and well-presented at all times.
- To carry out gate duties at school start and end times.
- Setting up rooms and halls for school activities.
- Check the swimming pool water treatment and filtration systems.
- Monitor chemical levels and carry out routine water testing in line with health and safety standards.
- General tasks e.g. portering of parcels around the school, moving furniture, emptying bins, maintaining tidy grounds.
- General grounds maintenance such as picking up leaves, topping up play bark, cleaning algae on tarmac etc.
- Driving of the school minibuses and other Estates vehicles as and when required. Undertaking PAT Testing for which online training will be provided.
- Unlock and lock up the Senior School or Junior School.
- Any other reasonable task as requested by the Head of Estates, Estates Managers or Assistant Estates Manager across all Abbey sites.

Shift Pattern includes:

- Early shift: 06:30 - 15:00, Monday to Friday
- Day shift: 08:00 - 16:30, Monday to Friday
- Late shift: 10:30 - 19:00, Monday to Friday
- Operating across three weeks
- On occasion there may be a necessity to work weekends and late evenings on weekdays. eg School Open Days, etc.



Person specification

- A good team player.
- Reliable, punctual and hardworking.
- Good communication skills for reporting issues and coordinating work.
- Proactive approach to work.
- Experience in maintenance work (DIY standard) in a school environment (desirable).
- Ability to carry out manual tasks (lifting, climbing ladders, basic physical work).
- Comfortable working both indoors and outdoors in varying conditions.
- Attention to detail, especially for safety checks.
- Ability to work independently.
- Comfortable working in varied environments (heights, confined spaces, outdoors).
- Understanding of Safeguarding requirements within an educational setting. Training will be provided.
- Commitment to the School's ethos and values.
- 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.

Qualifications

- Good standard of general education
- Full, clean driving licence (required)



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.





We opened a new Sixth Form Centre in September 2023, providing dedicated spaces for eating, relaxing, and intensive individual and small group work. Our current Sixth Form of around 200 girls love the opportunities it provides for collaborative working alongside concentrated quiet study and learning.

The Sixth Form Centre development is part of an exciting strategic estate masterplan.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. Salary range of £25,525 - £27,992

This role is full time, permanent position starting as soon as possible.

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](#) and provide a covering letter 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

