The Abbey



Evening Duty Manager

(22.5 hours a week Monday to Friday, all year round)

The Abbey



https://vimeo.com/1010491740



Introduction & Job Overview

The Abbey School has been a leader in girls' education for over 130 years. For all this time The Abbey has been a strong advocate for educating young women. We continue to encourage our students to achieve outstanding outcomes in whatever field of endeavour they choose. Supporting them to make those critical decisions for themselves is a key part of our focus, ensuring that each student knows she is valued for herself. We offer a balanced mix of significant academic opportunity and pastoral support, with a wide range of options within, alongside and outside our exciting curriculum.

The Evening Duty Manager will be a key member of the busy Whole School Estates team, acting as the first point of contact for visitors and supporting the smooth, safe, and efficient operation of the school site in the evenings.



Welcome from the Head

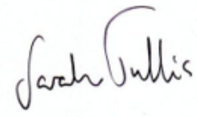
The Abbey is a remarkable all-girls community of learning and brilliant experiences. It is a place of curiosity, adventurous spirits, and the excitement of discovery. We focus on individual care and attention in a warmly supportive atmosphere, full of fun and laughter. Our students have the assurance 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





A Level results

No. of entries - 683

A* - A – 55.9%

A* - B – 82.9%

A* - C – 94.4%

EPQ results

No. of entries - 69

A* - A – 84%

A* - B – 88%

A* - C – 100%

GCSE results

No. of entries - 3330

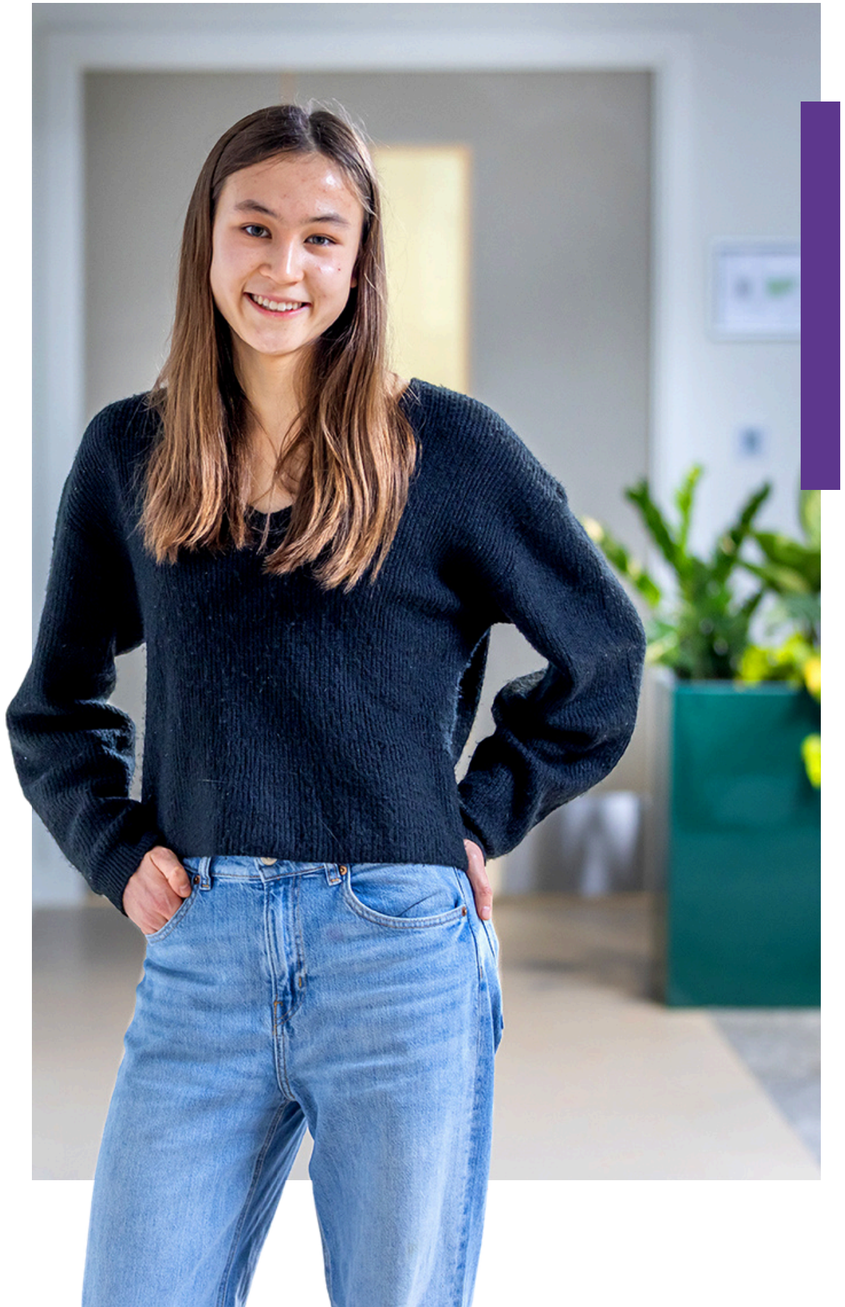
9 - 8% – 66.2%

9 - 7% – 84.5%

9 - 6% – 94.9%

9 - 5% – 98.3%

Three-year average of public examination results (2023 - 2025)



Role Description

Key Responsibilities

- Act as the first point of contact for all visitors, providing a professional and welcoming reception service
- Liaise with external hirers and event organisers to support weekend bookings
- Assist with school functions, events, and activities as required
- Sign in visitors and issue ID badges and lanyards in line with safeguarding procedures
- Act as a point of contact for emergency services in the event of incidents (e.g. fire or accident)
- Answer and direct telephone calls promptly and courteously
- Manage incoming and outgoing mail and deliveries
- Maintain records of lost property
- Undertake general administrative duties as required
- Be responsible for the closure of all relevant buildings/Grounds at the end of an event/day and to set all emergency and Security systems required.
- Operate and monitor two sets of automatic gates
- Ensure the school site remains safe, secure, clean, and well-presented at all times and inform the relevant school management team member of any concern regarding the safety Security and operational integrity of the Senior School.
- 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
- Be responsible for the security of pupils staff and the public while they are on the Senior Schools premises.





Person Specification

- Good standard of general education
- Previous reception, customer service, or facilities experience desirable (but not essential)
- Reliable, punctual, and hardworking
- A strong team player with a flexible approach
- Excellent communication and interpersonal skills
- Proactive, with the ability to work independently
- Strong awareness of health & safety and safeguarding requirements within a school setting
- 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.

Working pattern - 5.30pm - 10.00pm

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 22.5 hours per week over 5 days all year round. The working hours for this role are 5.30pm - 10.00pm

The salary range for this role is: £15,315 - £16,795 (pro-rata)

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



13 July 2026

14 July 2026

W/C 20 July 2026