



The Abbey



Minibus Chaperone

A casual position commencing September 2025.

Candidate Information



The Abbey

Welcome from the Head, Junior School

Beccy Newton

Our Junior School is a place of curiosity, adventurous spirits and the excitement of discovery where we foster an atmosphere of warmth and support. Our values are courage, honesty and kindness and we seek to embody these each day. Our students leave us ready to take on the world, equipped with down to earth attitudes. Their time with us nurtures them to lead with confidence, learn with purpose & live with joy.

We aim to develop our students as self-aware learners, who are internationally minded and who understand that they can have an impact on their lives and the lives of others. You are more than welcome to come and visit us!





The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

Key responsibilities

To act as a chaperone of our students and in particular our younger students, on the school minibus routes, ensuring that they travel to and from school in a safe and comfortable manner.

- Ensure that students on the Minibus sit appropriately at all times.
- Work alongside the Minibus driver to ensure that all students are aware of the health and safety requirements affecting them and that they are compliant (e.g remaining seated and wearing a seatbelt).
- Support the Minibus driver in the event of an incident on the journey.
- Ensure that luggage is correctly stowed whilst the Minibus is moving.
- Maintain the cleanliness of the Minibus, particularly at the end of each journey.
- Report any faults or concerns to the Minibus driver.
- Support with ensuring that all relevant students are correctly accounted for.
- Administration of any first aid or relevant support should a student become unwell.





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Candidate requirements

Person specification

- Experience working in a school setting (desirable).
- Experience working with infants and primary aged students (desirable).
- Reliable, punctual, well presented, and personable.
- Excellent communication skills.
- Calm, warm, and caring approach.
- Pleasant and friendly manner.
- Understanding of Safeguarding requirements within an educational setting.
- Commitment to the School's ethos and values.
- Proactive and enthusiastic team player.
- Demonstrates and represents the School's values of courage, honesty, and kindness.
- Committed to promoting the wellbeing of students.

Qualifications

- GCSEs in English and Maths (Grade C/4) – desirable.
- Basic First Aid qualification - essential

About The Abbey



Staff and governance

The Abbey School has approximately 1,000 students on roll with over 280 in the Junior School. The School has a workforce of around 350 Teaching and Support Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate

Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps 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 restaurant scene.

Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside the school

By Train - 10 minute walk from Reading Train Station





Package

This is a casual position starting September 2025.



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Salary

**£12.21 per hour plus
holiday pay**

Pension

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.

Location

**The Abbey Junior School
Christchurch Road
Reading
RG2 7AR**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation
(subject to availability)



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

23 June 2025

Application Form

[Click here to download
the application form](#)



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Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.