



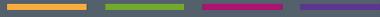
The Abbey

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# Apprentice IT Technician

(A full time, fixed term contract, commencing in July 2025 for the duration of the apprenticeship)

Candidate Information



The Abbey

Leading with Confidence  
Learning with Purpose  
Living with Joy

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## Job overview

The post holder will be working within the IT Department at The Abbey, assisting the team to provide IT support to the whole Abbey School community. The post holder will undertake training for the Level 3 Information Communication Technician Apprenticeship through a local training provider and day release will be given for this training.





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# Key responsibilities

- Assist the IT team in delivering a smooth service in the running of the School network, including School software, hardware and other IT related equipment to the whole Abbey community.
- To support pupils and staff in the correct use of IT.
- To assist the Theatre Production & AV Services Specialist with audio / visual / lighting services for School productions and events as required.
- To follow targets and objectives set out by the Head of IT Operations.
- Provide desktop support, performing PC hardware repairs and upgrades.
- Configure networking equipment such as wireless access points and switches.
- Assisting with the installation of applications and troubleshooting problems.
- Help with replacing printer consumables as required.
- Carry out basic safety checks following relevant H&S procedures and raise awareness among staff, pupils and other users.
- Assist with routine maintenance procedures, following school backup, virus protection and security procedures.
- Respond to support requests according to school procedures, recording detailed diagnostic information and using appropriate knowledge bases/logs to inform diagnosis and resolution.



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# Candidate requirements

## Person specification

- Commitment to completing Level 3 Information Communication Technician Apprenticeship
- Commitment to attend training days as and when required
- Strong desire to develop and learn IT skills in a School community
- High level of professionalism and integrity
- Pro-active hands on worker, with the desire to provide top customer service
- Good time management skills
- Excellent written and verbal skills
- General understanding of network routers, firewalls and switches (desirable)
- G Suite administration skills (desirable)
- Microsoft 365 administration skills (desirable)
- Windows Server administration skills (desirable)
- Previous experience of working in a School (desirable)
- A good understanding of safeguarding requirements

## Qualifications

- GCSE in Maths and English (or equivalent)

# About The Abbey



## Staff and governance

The Abbey School has over 1,000 students on roll with over 700 in the Senior School. The School has a workforce of approx. 300 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 of the school

By Train - 20 minute walk from Reading Train Station





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# Package

This role is a full time work based apprenticeship. The apprentice will work 37.5 hours per week, with 4 days in the office and 1 study day per week. This role is a fixed term contract commencing in July 2025 for the duration of the apprenticeship.

## Salary

**Apprenticeship salary**

## 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 Senior School  
Kendrick Road,  
Reading, RG1 5DZ**



# 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

**19 June 2025**

Application Form

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



The Abbey



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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.