



The Abbey

Executive Assistant to the Head

A permanent, full time position, working term time only (plus 2 weeks), June/September 2025 start

Candidate Information



The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

Job overview

The role of the Executive Assistant is to provide organisational and administrative support to the Head of the Whole School as well as working on various elements of wider school administration. The Executive Assistant works closely with the PA to the Junior School Head and PA to the Head of Finance and Resources to support the activity of the Leadership teams and Governing Council.





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Key responsibilities

- Managing the Head's busy and complex diary, ensuring that meetings are arranged with consideration for various priorities as well as ensuring the most effective use of the Head's time.
- Acting as the first point of contact for students, staff, parents and visitors to the Head's Study and dealing with all enquiries in a courteous and professional manner.
- Overseeing incoming emails, post and phone calls, prioritising and helping to draft responses where appropriate.
- Responding to routine and confidential correspondence both electronically and on paper.
- Organising travel arrangements, ensuring that all essential paperwork is in place.
- Liaison with external agencies on behalf of the Head, for example GSA, IAPs and HMC.
- Organising the Head's paperwork as required for meetings etc.
- Managing shared drives and other forms of file storage, ensuring materials are organised in an efficient manner.
- Attending meetings as required, taking accurate notes and distributing agreed minutes and action points.
- Organising events as required including the annual Speech Day and other events as required.
- Working closely with the Administration Team Manager and assisting when required, particularly in the wider support of the Senior Leadership Team. Assisting the reception and resources team when required.
- Liaising with a range of colleagues and the Senior Leadership Team in particular to ensure proactive communications and clarity in managing projects.
- Working with the HR team during the process of appointments to manage the Head's involvement.
- Using a range of software to ensure the efficient running of the office.
- Filing and archiving accurate records.



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Candidate requirements

Person specification

- Excellent communication skills, verbal and written and at all levels
- Sound judgement and discretion in handling confidential matters
- Enthusiastic, friendly, professional approach
- Ability to work within a team as well as on own initiative
- Ability to work at a fast pace with a 'can do' helpful approach
- Ability to organise and prioritise work, to effectively manage conflicting deadlines as required
- Excellent administrative and organisational skills with a proven track record
- Computer literate with high levels of knowledge and competence using software to include Google, MS Microsoft and Adobe packages and familiarity with databases and the generation of reports.
- Working knowledge of and ability to use the School's MIS systems to include ISAMs, MSP and SchoolPost
- The ability and confidence to deal in a professional manner with all levels of staff and with parents and visitors within the busy academic school environment
- Proven ability to work proactively and with attention to detail
- Understanding of Safeguarding requirements within an educational setting
- Commitment to the School's ethos and values

Qualifications

- Experience relevant to the role
- Administrative qualifications
- Shorthand/speed writing would be a significant advantage



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. 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 of the school

By Train - 15 minute walk from Reading Train Station





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Package

A permanent, full time position, working term time only (plus 2 weeks), with a June/September 2025 start.

Salary

£38,088 - £42,721 (FTE)

£30,764 - £34,505 (pro-rated)

Competitive salary reflecting qualifications and experience

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

15 May 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.