The Abbey



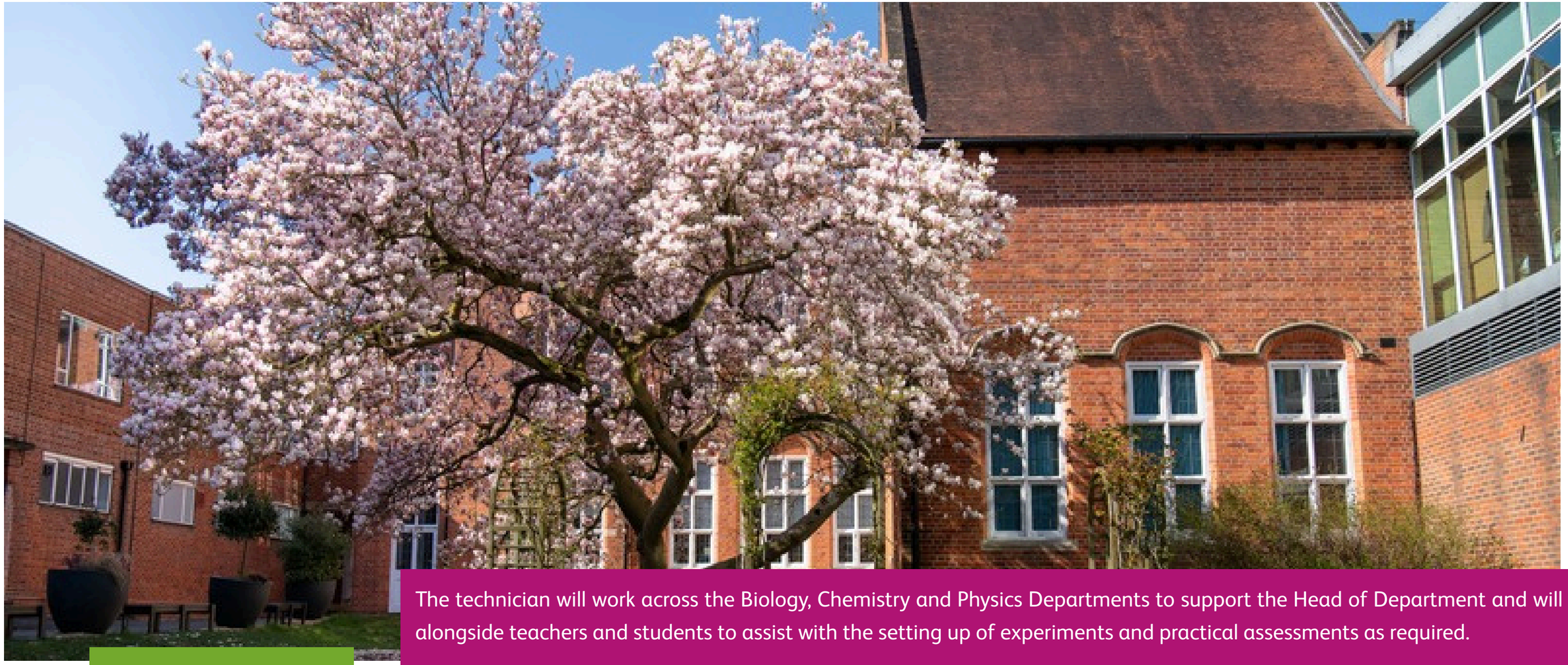
Science Technician

Full-time/Part-time, term time only for two terms until July 2027

The Abbey



https://vimeo.com/1010491740



Introduction & Job Overview

The technician will work across the Biology, Chemistry and Physics Departments to support the Head of Department and will work alongside teachers and students to assist with the setting up of experiments and practical assessments as required.

We are seeking a new Science Technician to join our wonderful Abbey community starting January 2027. We can offer flexible hours for this role and are open to full-time/part time hours. The core hours for this role are 12.00pm - 4.00pm. This position is term time only and for two terms starting January 2027 until July 2027.



Welcome from the Head

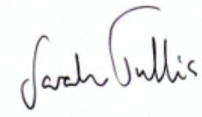
The Abbey is a remarkable all-girls community of learning and brilliant experiences. It is a place of curiosity, adventurous spirits, and the excitement of discovery. We focus on individual care and attention in a warmly supportive atmosphere, full of fun and laughter. Our students have the assurance to take risks, explore interests and passions, and engage generously with the world and with each other.

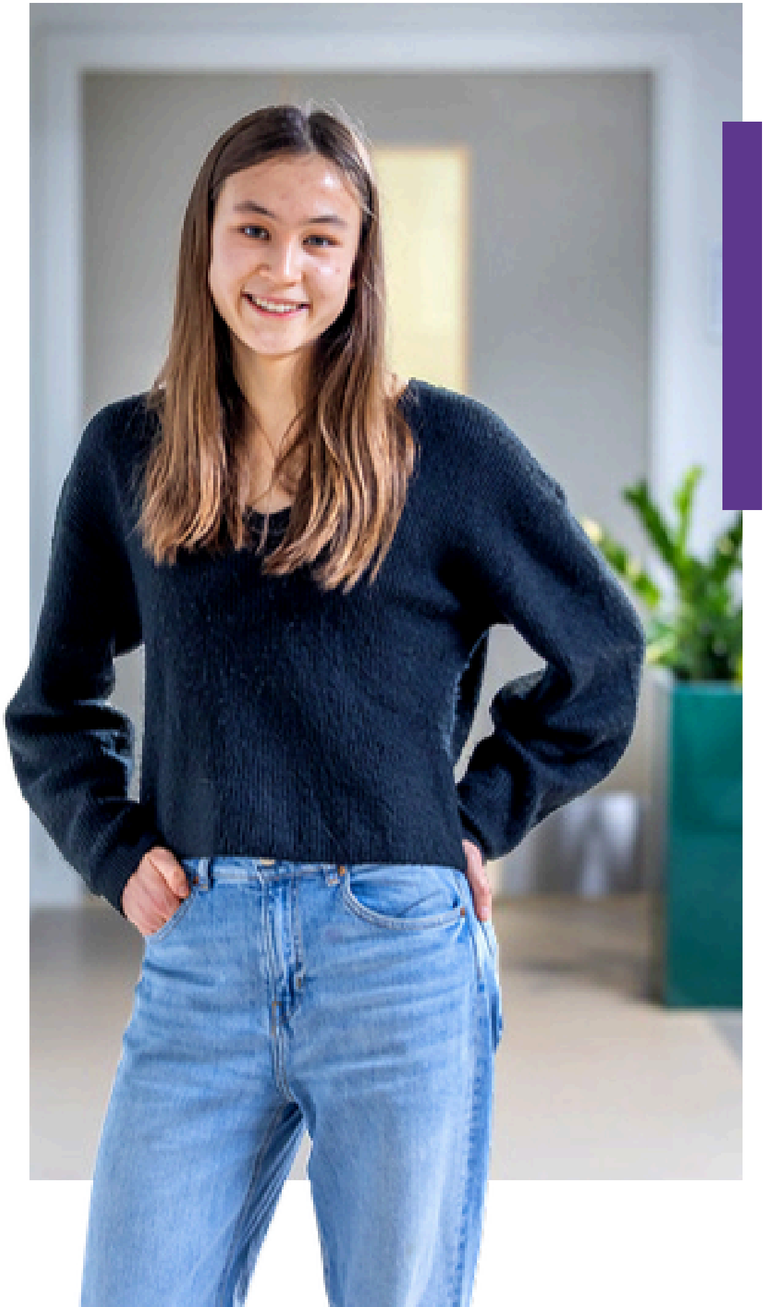
Our results are outstanding, but what matters to us is how students achieve them. Our goal is to equip girls to achieve academic excellence with confidence, purpose and joy. This means providing exceptional opportunities across the widest spectrum of learning and activities. We offer more student-led 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





Key Responsibilities

- To prepare and set out equipment, including ICT equipment, ordered by Science teaching staff for lessons
- To clear away, wash up and keep the laboratories and prep rooms tidy
- To maintain all equipment and ensure apparatus is in good working order, including ICT equipment (by liaison with the network management team), and arrange regular servicing of equipment
- To assist in the classroom as requested by the HoD
- To assist with the preparation of lesson materials as requested by the HoD
- To maintain plants in the greenhouse
- To put Hazcards and risk assessments out with chemicals as required
- To cover new textbooks before issue and store and keep a record of books issued to the students
- To make up solutions as required in preparation for experiments in class
- To handle dangerous chemicals and dispose of waste safely in accordance with the requirement of CLEAPSS
- Maintain a safe chemical store and keep an inventory in accordance with health and safety requirements.
- To undertake training as appropriate at the direction of the Head of Department/Science.

Person Specifications & Qualifications

- GCSEs in English and Maths (or equivalent)
- A genuine enthusiasm and passion for science
- A team player with a friendly and professional approach
- Willingness to get involved in the department
- Proactive with a ‘can do’ approach
- Ability to keep calm and professional at all times
- Ability to multitask and work in an organised, efficient manner
- Good IT skills are preferred; sound IT skills are essential
- Ability to demonstrate consistently high standards of personal and professional conduct
- Demonstrating and exemplifying the School’s key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness.
- 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.
- Understanding of Safeguarding requirements within an educational setting
- Commitment to the School’s ethos and values

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.

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 a fixed term position for two terms starting January 2027. The full-time equivalent salary for this role is £28,906 - £33,136 per annum.

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


Applicant Closing Date
Shortlist Selection
Face to Face Interviews
25 November 2026
27 November 2026
W/C 1 December 2026