



The Abbey



Music Assistant

Candidate Information



The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy



The Abbey

Welcome from the Head

Will le Fleming



Click on Will's photo to find a Welcome
from the Head video.



Job overview

This is a key support role working across Music Departments in the Junior and Senior School. The post-holder will work closely with all members of each academic department, but in particular the Head of Music Performance at the Senior School and Director of Music at the Junior School.



Key responsibilities

- Post holder will be expected to work across both the Junior and Senior Schools
- Familiarisation of ensemble rehearsal timetables, ensuring that rehearsal and performance rooms are set-up in preparation for rehearsals, including full orchestral percussion section
- Attendance at and assistance with all major concerts and events in consultation with the Head of Music (SS) and Director of Music (JS)
- Stewarding for all ABRSM and Trinity Music examinations
- Organisation of the Music Libraries at both the Senior and Junior Schools, including choral/orchestral music folders
- Oversee the school instrument hire system and keep an up-to-date inventory of school instruments
- Opportunities to organise and lead ensemble work such as the Junior School Orchestra and Music Theory Club
- Production of scores, instrumental parts and lesson material using software available
- Providing academic administrative support (photocopying etc)
- Maintaining displays within each Music department
- Exemplary pastoral and safeguarding practice
- Seeks to demonstrate and encourage our key purpose in all ways: to equip students to live with confidence, purpose and joy
- Demonstrates and represents the School's values of courage, honesty and kindness
- Committed to promoting the wellbeing of students
- Availability to be an accompanist for rehearsals and concerts as and when required at the Junior School





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Candidate requirements

Personal qualities and skills (E - essential; D - desirable)

- A high level of music literacy and practical experience of performing to high standard including proficient on keyboard to be able to accompany choirs and soloists when required (E)
- Knowledge of ABRSM and Trinity examinations, particularly responsibilities as a steward (D)
- Excellent Music IT skills. (e.g. familiarity with software such as Logic, Soundtrap, Noteflight, Sibelius) (E)
- Ability to assist with recording performances (D)
- Outstanding interpersonal skills (E)
- The ability to work independently and at a fast pace within a busy and exciting creative environment (E)
- The ability to manage workload calmly, effectively and with good cheer, prioritising appropriately and problem-solving as necessary (E)
- The ability to work within well-established and existing systems as well as demonstrating a flexible approach to the development of new initiatives (E)
- Highest standards of professional conduct including being a positive role model for concert etiquette (E)

Qualifications

- Higher level Music qualification

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 Business and Operations 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 - 10 minute walk from Reading Train Station



**The Abbey**

Package

This is a whole school role working across both sites, working full time, term time only. In addition, there is a possibility of subsidised shared staff accommodation available. September 2025 start.

Salary

**Starting at £18,772 per annum
£23,809 FTE**

**Competitive salary reflecting
qualifications and experience
together with staff benefits**

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**

**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

2 June 2025

Application Form

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



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**The Abbey**

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.