



Estates Assistant

Starting from September 2026

We are excited to offer two opportunities to join our Estates team at Reading School. We are looking for motivated, proactive and dependable Estates Assistants.

We are offering one position on a 52-week contract and a second position on a term-time only contract.

These roles sit at the heart of our school community, supporting the smooth running, safety, and maintenance of our site. If you enjoy varied, hands-on work, take pride in high standards, and thrive in a role where no two days are the same, we would love to hear from you.

Please read the job descriptions carefully before submitting your application as the two roles do differ.

Working under the direction of the Estates Manager, the successful candidates will support the effective maintenance and day-to-day operation of the school site. This includes all grounds, teaching areas and residential properties, ensuring they are maintained to the highest standards of Health and Safety, security and presentation.

These roles require a flexible and proactive approach, with a willingness to provide cover for colleagues during periods of leave or absence, as directed by the Estates Manager.

This is an excellent opportunity for a motivated individual to contribute to a busy and varied environment, playing a key role in supporting the smooth running of the school.

At Reading School, we have a clear educational philosophy and a deeply rooted commitment to social mobility. In all we do we seek to nurture character and develop academic excellence, and we know that what we do really matters. More than 10% of our Year 7 students come from disadvantaged backgrounds and we are proud of the difference that we make. In 2026, the school was rated the Sunday Times South East State Secondary School of the Year.

We are a short walk from central Reading and close to transport links. Reading is a diverse place to live with arts, culture and heritage at the heart of the town.

| Contract Details | Pay Scale | Salary |
|---|--------------|--|
| 37 hours per week, 52 weeks per year with 29 days annual leave, increasing to 31 days after 5 years' service. | RS01 Point 3 | £24,795 per annum |
| 37 hours per week, Term Time only with regular evening and weekends work to cover events and lettings. | RS01 Point 3 | Actual salary is £20,961 per annum (£24,795 per annum pro-rated) |

Deadline for Applications: 8am on Tuesday 28 April

Application Process

To conform with our Safer Recruitment process, all applicants must complete an application via our recruitment portal. Links to the portal can be found on our website:

<https://www.reading-school.co.uk/vacancies>

Stand-alone CVs will not be considered for shortlisting.

Candidates should complete the personal statement section of the application form clearly detailing how their skills and experience meet the job description and person specification.

USE OF ARTIFICIAL INTELLIGENCE (AI): At Reading School, we do not prohibit the appropriate use of AI in the application process for our job vacancies. We recognise the role that technology can play in supporting fairness and accessibility for all applicants. That being said, as a school that holds integrity and leadership at the core of our values, we believe that the individual character and potential of each candidate are what truly matter. We encourage all candidates to present an application that truly reflects their own abilities, ideas and voices as authentically as possible, providing us with an insight in to their genuine character and aspirations. Synthetically generated applications that do not include the applicant's own voice will not be considered favourably.

Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed.

Safeguarding guidelines look to references being obtained prior to interview. Please ensure any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure. Full details of our Safeguarding - Staff Recruitment Policy and Data Policy can be found on our website.

Reading School seeks to create a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

If you have any queries regarding our current vacancies or the Safer Recruitment process, please contact:

hr@reading-school.co.uk

or by telephone: 0118 901 5600



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