



# WYCOMBE ABBEY

## Maintenance Assistant

Start Date: As Soon as Possible

Information for Applicants





# Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

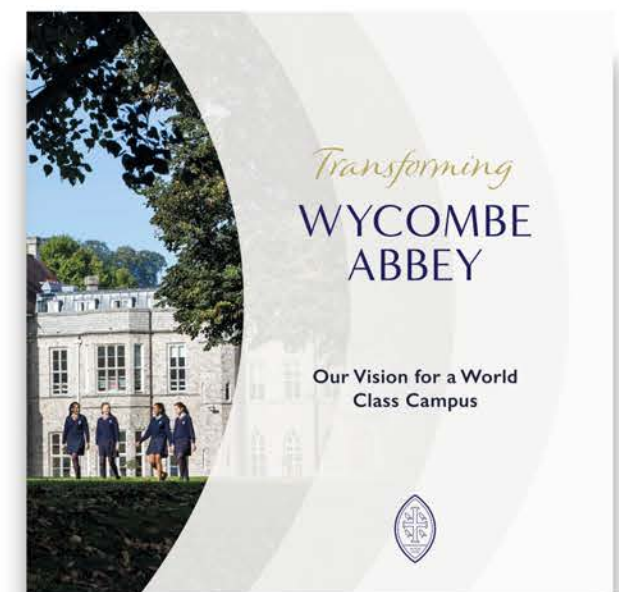
Mrs Jo Duncan  
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)





# Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.





# Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to school events throughout the year.

We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Free eye tests.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Generous training and development scheme with regular whole staff in-house and external training.
- Opportunities to visit Wycombe Abbey sister schools in Asia.
- Free will writing.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.

## University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



Examination Results  
and University Destinations

2024

[Click to see results and destinations](#)





# The Role: Maintenance Assistant

Wycombe Abbey seeks to appoint a Maintenance Assistant to work as part of the Maintenance team, delivering exceptional support to a world-class establishment. The Maintenance Assistant will provide support to multiple departments within the School to facilitate their requirements, including aiding the conveyance of goods around the School site.

**Reports to:**

Deputy Estates Manager.

**Contract:**

This is a full-time, permanent contract.

**Hours of Work:**

37.5 hours per week, 52 weeks per year. Evening work, Saturday mornings and occasional Sunday work is required, as part of the normal hours during which you will work alongside other members of the Estates team.

Working hours include a 15-minute paid and a 30-minute unpaid break in each shift.

**Salary:**

£26,091 per annum (£13.88 per hour).

## Key Responsibilities

**Main Duties**

- Work as directed by the Assistant Facilities Manager and via the Estates Helpdesk system to maintain the School property, internally and externally.
- Carry out minor repairs and basic maintenance, including using hand and power tools, and, if required, working at heights.
- Work independently and as part of a team, covering for other staff as necessary.
- Assemble flat pack furniture and carry out other basic DIY tasks.
- Transport laundry, furniture and any other goods as requested using Estates vehicles. Such work includes some lifting of heavy goods.
- Ensure required internal and external room setups are carried out all year round.
- Escort contractors who visit during the School term.
- Participate on occasions when all Estates staff are needed, such as moving examination desks and chairs, and assist in any emergency or urgent request as directed by the Assistant Facilities Manager and Deputy Estates Manager or others.
- Ensure Estates vehicles are cleaned and maintained in excellent order.
- Assist colleagues where possible to complete project work during the School holidays.
- Communicate daily and weekly with the Assistant Facilities Manager and Deputy Estates Manager regarding schedules, staffing feedback and any other updates.





# The Role: Maintenance Assistant

## Key Responsibilities Continued

### Health & Safety

- Undertake statutory health and safety compliance checks on the buildings.
- Comply with all health and safety good practice and requirements.

### General

- Any other duties and general works as required to help with the smooth running of the School.
- A uniform will be supplied which the post holder is required to wear as part of the role.





# The Role: Maintenance Assistant

## Person Specification

### Specialist Knowledge and Experience

- A full current driving license is essential.
- Experience of working with power tools and hand tools.
- Experience suited to working in a school and residential environment is desirable.
- Able to lift, climb ladders and work at height.

### Reliability

- Honest, trustworthy and reliable.

### Attention to Detail

- Ability to work accurately with an eye for safety, security, detail and quality.

### Team Working

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

### Using Initiative

- Ability to work unsupervised and to take responsibility for own actions. To be a 'starter/finisher' and to be proactive in seeking solutions to enable conclusion of tasks.

### Communication

- Experience of communicating helpfully and effectively with stakeholders both verbally and in writing, adapting style to suit the audience.
- Ability to maintain confidentiality.

### Customer Focus

- Ability to build rapport easily, putting the customer first and to work hard to meet their needs. Wycombe Abbey is one of the country's top schools and this ethos towards excellence is reflected in all areas of School life and support.

### Organisation and Resilience

- Ability to remain calm under pressure, organise time effectively, prioritise workload and meet deadlines.

### Flexibility

- Ability to adapt to changing demands and conditions with the clear understanding that the boarding school environment is around-the-clock operation, requiring a flexible working approach.
- Willingness to adapt and acquire new skills.

## Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.





# Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
  - This is a permanent, full-time contract.
- Appointment Date
  - As soon as possible.
- Salary
  - £26,091 per annum (£13.88 per hour).
- Pension Scheme
  - The School offers membership of the School's Defined Contribution Pension Scheme.
- Death in Service Cover
  - Life cover at 4 x annual salary.
- Equal Opportunities
  - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
  - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
  - The appointment is subject to an Enhanced Disclosure and Barring check.





# Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports.

There is a range of committees that staff can join including Staff Wellbeing, Equity, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.



Follow us on social media:  
@WycombeAbbey



Closing date: Sunday 15 December 2024  
Interviews: Week commencing 16 December 2024

To apply, please fill in an online application  
by clicking Apply Now.

We are an equal opportunities employer.  
Registered Charity No. 310638



If you have any questions, please do not hesitate to contact  
the HR Team on 01494 895575  
or [hr@wycombeabbey.com](mailto:hr@wycombeabbey.com).