



WYCOMBE
ABBEY

School Events Manager

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.

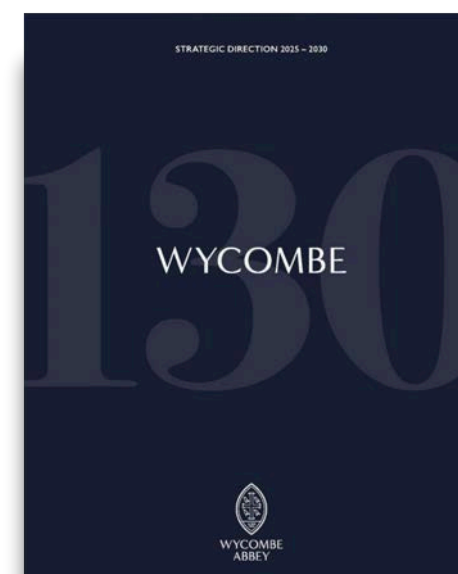
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

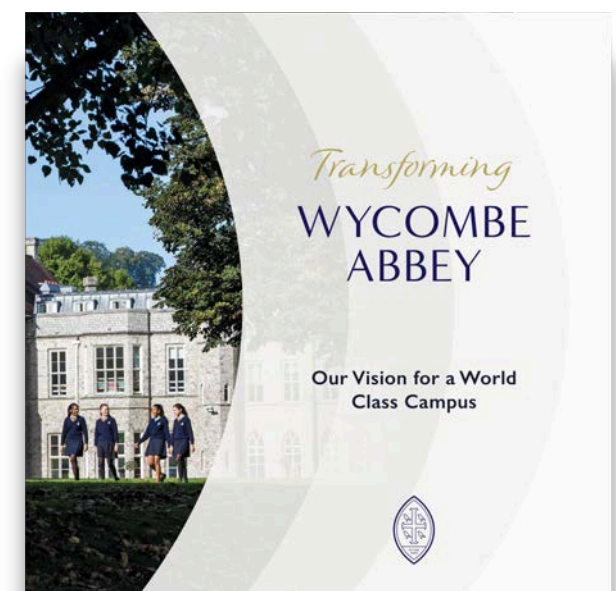
Mrs Jo Duncan
Headmistress



[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.

During the School holidays, a number of commercial activities and external programmes take place on School grounds. These activities are important for our community engagement and revenue generation. All staff are expected to support these operations as required.

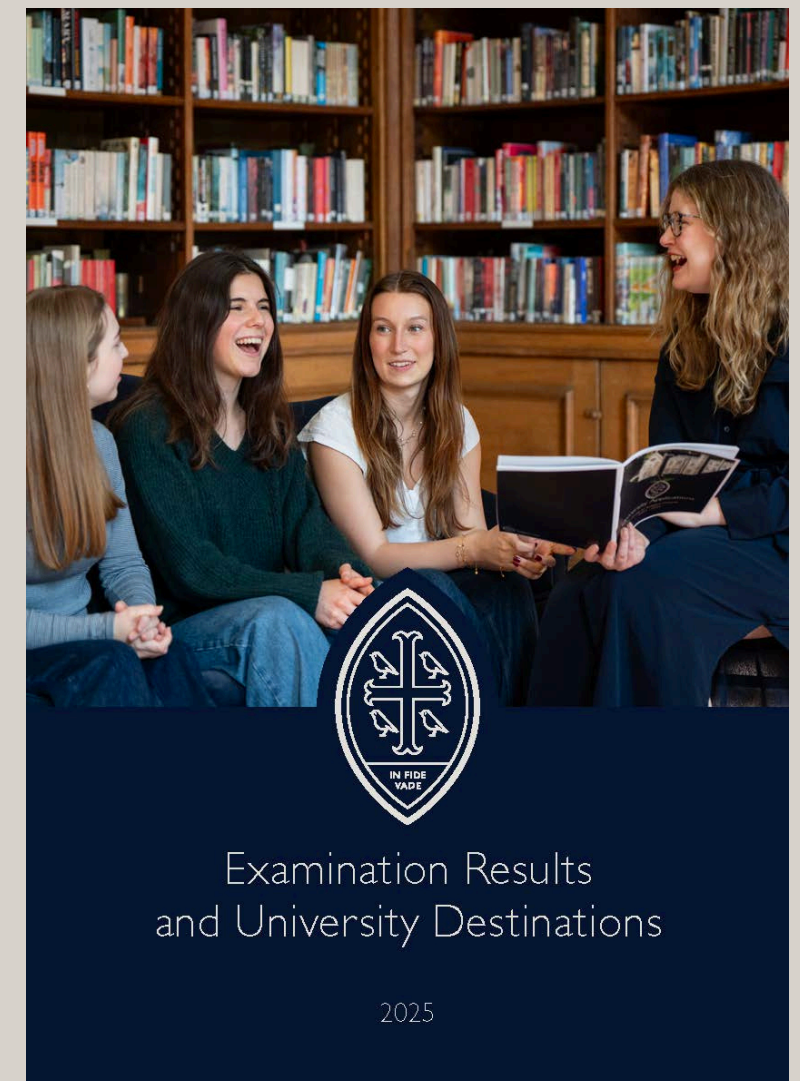
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

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.
- Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is applicable.
- Prep School Fee Remission is available with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- 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.
- 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.
- Provision of laptop during tenure at the School.
- Generous training and development scheme with regular whole staff in-house and external training.
- Free eye tests.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.
- Free will writing.

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

2025

[Click to see results and destinations](#)



The Role: School Events Manager

Wycombe Abbey seeks to appoint a School Events Manager to lead the planning and management of whole School events and provide support and guidance to other departments as required in the realisation of their event aims.

Reports to:

Deputy Head (Strategy and International)

Contract:

This is a part-time, permanent contract.

Hours of Work:

30 hours per week on a flexible basis, (excluding 1-hour unpaid lunch break) during Wycombe Abbey Term Time plus four additional weeks during the School holidays. Working hours will be flexible as required for events, including evenings and weekends. It is intended that excess hours during busy periods will be offset in quiet times and during school holidays when working hours will reduce.

Salary:

£19,337.50 - £24,456.25, depending on experience. £29,750 - £37,625 FTE.

Key Responsibilities

School Events:

- Lead the planning of whole School events as part of the School Operations Team (overseen by the Deputy Head (Strategy and International)) throughout the year.
- Provide support and guidance as required to other departments across the School to ensure all events are delivered to the Wycombe Abbey standard.
- Develop and manage the budgets for major School events including, for example, the Carol Service, Bonfire Night, Dove Day and “GlastonAbbey”.
- Plan and generate necessary schedules, task lists, planning charts, maps and other resources in relation to agreed events, in consultation with relevant teams across the School, for example Estates, Grounds and Catering.
- Lead the operational management of major events including pre-event setup, during the event and packing up, coordinating and monitoring tasks allocated to supporting departments (particularly Estates, Catering and Domestic Services) as required.



The Role: School Events Manager

- Source and oversee external providers' contracts, risk assessments and Health and Safety arrangements in consultation with the Head of Compliance. Ensure the best price is being obtained and keep strong communication by liaising with them prior to and during events.
- Produce all event risk assessments and ensure the implementation of required control measures by pupils, staff and external suppliers, including the provision of suitable first aid coverage.
- Communicate event details to all stakeholders as required, in conjunction with the Deputy Head (Strategy and International).
- Create supporting event materials such as conference handbooks, orders of service, menus, table plans and invitations with approval from the Communications team.
- Organise and coordinate attendance at events by external visitors including speakers and parents, including managing event ticketing if required.
- Evaluate the success of events and maintaining records of plans and supplier contact details for future years.
- Identify opportunities to enhance the impact, efficiency and sustainability of School events.
- Lead the planning and delivery of all events related to Wycombe Abbey's 130th anniversary celebrations, working closely with the Chair of 130 Committee.

Person Specification

Specialist Knowledge and Experience

- Relevant strong organisation and planning experience.
- An appreciation and understanding of operations in an educational setting is essential, preferably within the independent sector.
- Knowledge of Health & Safety requirements and risk assessments is essential.
- Excellent IT skills, including advanced word processing and database experience. Knowledge of Adobe InDesign or equivalent packages such as Canva is desirable.

Attention to Detail

- Ability to work accurately with an eye for detail.

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.



The Role: School Events Manager

Using Initiative/Creativity

- Prepared to be innovative balanced with a willingness to consult and seek advice.

Communication

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience. Able to maintain confidentiality.

Customer focus

- Ability to build rapport easily, putting the customer first and working hard to meet their needs.

Flexibility

- Ability to adapt to changing demands and conditions.
- Willingness to adapt and acquire new skills.

Resilience

- Ability to remain calm and self-controlled under pressure.

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 part-time, permanent contract. The first six months will be a probationary period.
- Appointment Date
 - February 2026.
- Salary
 - £19,337.50 - £24,456.25 depending on experience.
- School Fee Remission
 - Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is available.
- Prep School Fee Remission
 - Fee remission with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- 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, subject to contributing to the Pension Scheme.
- 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, Equality, 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: 4 January

Interviews: 20 January

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

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

We are a Disability Confident Committed Employer.

[Apply Now](#)



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

