



WYCOMBE
ABBEY

Music and Sound Technician

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.

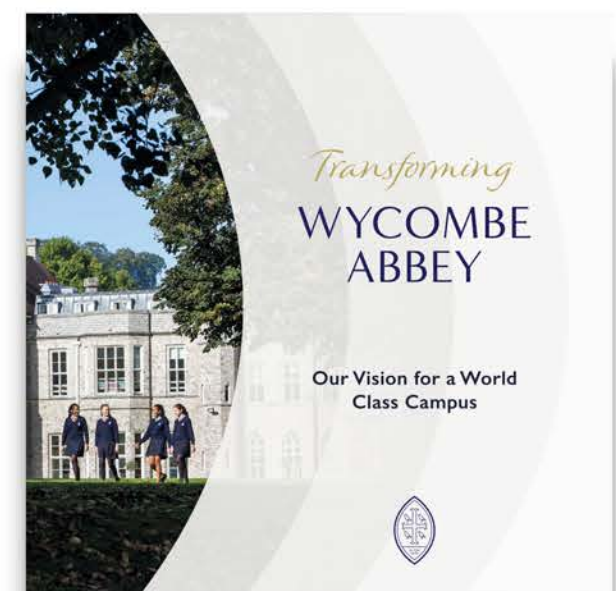
Mrs Jo Duncan
Headmistress



[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.

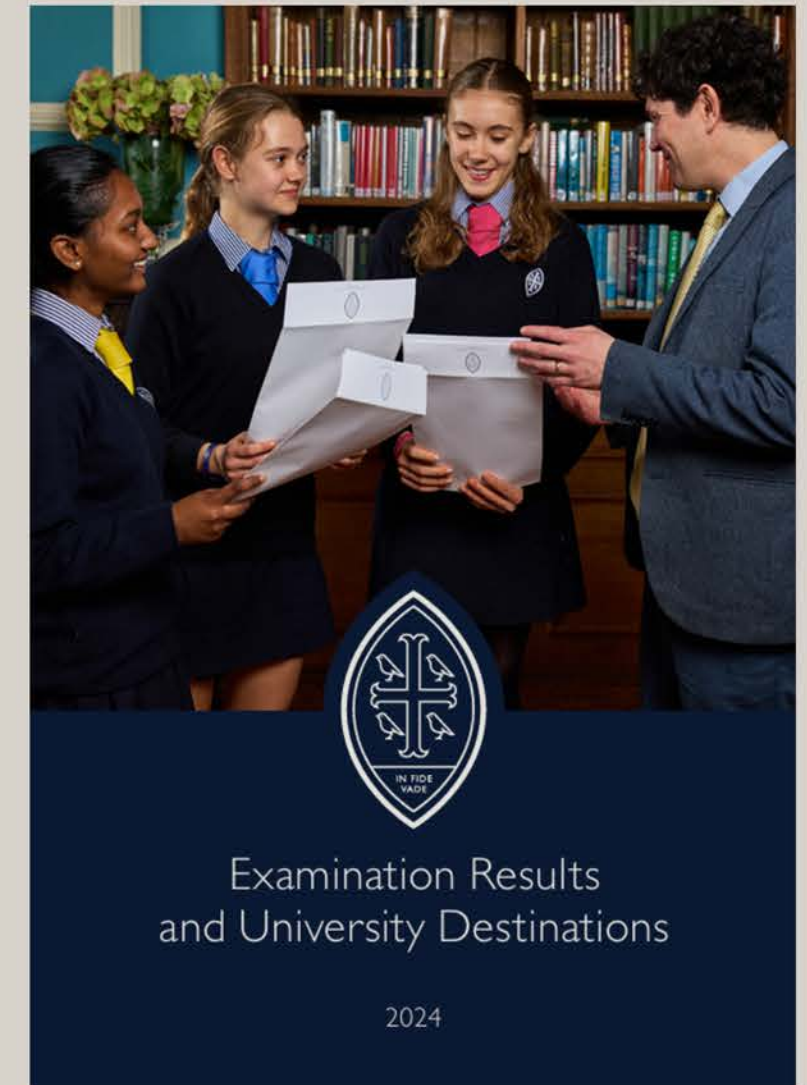
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

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.
- 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.



[Click to see results and destinations](#)



Music at Wycombe Abbey

The Music Department is a busy, lively department with a friendly and supportive atmosphere, in which pupils can be found working with energy, focus, curiosity and passion, embracing the opportunities to be creatively expressive, develop independence and revel in collaboration.

Nearly 600 individual music lessons take place each week and many pupils study two or even three instruments/voice. The calibre of both pupils and staff is incredibly high. Music scholarships and exhibitions are awarded to external applicants at 11+, and both external and internal applicants at 13+ and 16+, and the School currently has over 30 Music Scholars/Exhibitioners across all years, including several exceptionally talented individuals.

Music facilities and resources are modern and spacious, with the department having undergone significant refurbishment in the last year. The department is housed in a beautiful building, which includes the Archer Recital Hall (200 seats), well-equipped teaching rooms, a dedicated music technology room with 16 networked computers running Sibelius and Musition software, a new recording studio, numerous practice rooms, offices for staff and a staff room.

Academic Music is a curriculum subject in Years 7 to 9, with a strong emphasis on singing in Year 7, and a varied programme, including the development of listening skills as well as the study of important movements/periods in music history, theory (including use of Musition software), individual and group practical work, and composing (using Sibelius software).

Music is offered as an option at GCSE (Edexcel) and A level (Edexcel).

Results are consistently excellent and a number of pupils have gone on to read Music at top universities, including Oxbridge, or to study at conservatoires in the UK and further afield.

A growing number of girls apply for and receive university choral awards and scholarships each year.

Co-curricular music is very strong and there are opportunities for girls to be involved at every stage of their education, whatever their level and area of interest. These include taking part in orchestras, choirs and chamber groups, rock bands, learning recording skills and developing popular song-writing skills. There is an annual House Music competition, major concerts in all three terms, rock concerts, informal lunchtime concerts, Music Scholar and Exhibitioner concerts, as well as engagements in local venues.

Large numbers of entries for ABRSM practical examinations take place at School in all three terms.

A number of girls play with the National Youth and Children's Orchestras and sing in the National Youth and Children's Choirs and Rudolfs Choir.

[Click here for more about the
Music Department](#)



The Role: Music and Sound Technician

Wycombe Abbey seeks to appoint a Music and Sound Technician to support the Music and Drama departments in the planning, installation and management of effective music facilities and solutions in order to ensure successful productions and events.

Reports to:

Director of Music.

Contract:

This is a full-time, permanent contract. The first six months will be a probationary period.

Hours of Work:

40 hours per week on a flexible basis over 52 weeks (excluding 1-hour unpaid lunch break). 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 (subject to the demands of holiday lettings and events).

Holiday:

30 days per annum, plus bank holidays.

Salary:

£26,350 - £33,325 per annum, depending on skills and experience.

Key Responsibilities

Music Department

- Provide technical support to the Music Department on all matters relating to sound and music.
- When required, provide technical support to the Drama Department and any other departments, as required.
- Record all ABRSM, GCSE and A level performances and prepare files for submission (audio and visual).
- Edit audio and visual materials as required.
- Record Wycombe Abbey concerts and musical events and either live-stream or prepare for release on platforms such as the School's Vimeo channels.
- Develop our online content to share pupils' work with the community and support the Communications and Marketing Team.
- Ensure that all rehearsal spaces used by the bands and RockSoc are appropriately set-up and all electronic equipment is maintained and in good working order.
- Work with the Head of RockSoc to support the bands activities and assist girls with their use of technology.
- Co-ordinate, organise and mix the sound at all School musical events using amplification – e.g Rock Soc events, GlastonAbbey.



The Role: Music and Sound Technician

- Support major School music events such as the Orchestral Concert, assisting with transportation of equipment, recording the event etc.
- Assist with setting up spaces for music events and rehearsals.
- Maintain the music-specific IT equipment in the Music Department.
- Provide technical support in lessons that use music-specific IT.
- Support the ICT Team by maintaining all departmental Music IT equipment, organise repairs and servicing where required and advise the Director of Music on the need for new or replacement equipment.
- Ensure risk assessments are in place and Health and Safety concerns are addressed for all departmental activities and aspects relating to music technology and electronics.
- Set up teaching of Sound Production as a music extra if required.
- Oversee the facility management of the Music School, ensuring the spaces are clear, tidy and fully functional for all users.
- Provide Audio Technical support for drama productions where required.
- Attend drama productions and coordinate audio FX where required.

Whole School

- Organise audio for whole-School events such as School Meeting, Chapel, visiting speakers, talks and lectures.
- Work with the Performing Arts Technician to maintain the AV systems in the Performing Arts Centre (PAC).
- Work with the Performing Arts Technician to provide AV support for external lettings where required.
- Work with the IT Team and other colleagues as necessary to maintain and operate the AV systems in Big School and Chapel, providing a second line of support as required.
- Deputise for the Performing Arts Technician when necessary.

[Click here to read more about Performing Arts at Wycombe Abbey.](#)



The Role: Music and Sound Technician

Person Specification

Technical Knowledge

- Music / Music Technology or other relevant Level 3/A level qualification.
- Excellent ICT skills.
- A good working technical knowledge of a range of sound and recording equipment and software.
- Expert knowledge of live event equipment, fault-finding, setting up music and AV equipment and supporting its operation.
- Ability to work under own initiative and be self-motivated.
- High level of technical skill in supporting productions, concerts and assemblies and audio recording
- A knowledge of video editing software would be an advantage.
- Experience of previous work with children would be an advantage; the ability to build good, professional relationships with young people and to ensure excellent safeguarding is essential.
- Ability to work accurately with an eye for detail.
- A strong awareness of Health and Safety in the workplace.

Team Working

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

Using Initiative

- Ability to work unsupervised and to take responsibility for own actions with good attention to detail.
- Ability to prioritise tasks according to importance.

Communication

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

Flexibility

- Willingness to adapt and acquire new skills.
- Able to support performances and events during some evenings and weekends.

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 full-time, permanent contract. The first six months will be a probationary period.
- Appointment Date
 - As soon as possible.
- Salary
 - £26,350 - £33,325 per annum, depending on skills and 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.
- 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: Sunday 1 June 2025
Interviews: Tuesday 10 June 2025

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

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

[Apply Now](#)



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

