



WYCOMBE  
ABBEY

# Foundation and Alumnae Office Administrator

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.

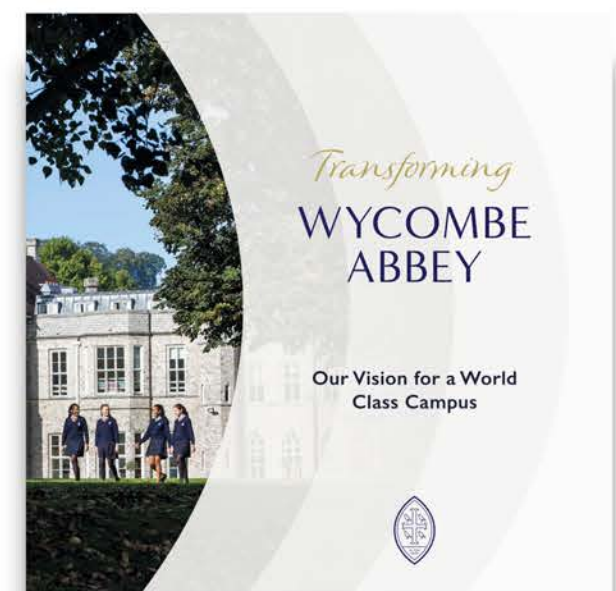
Mrs Jo Duncan  
Headmistress



[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.

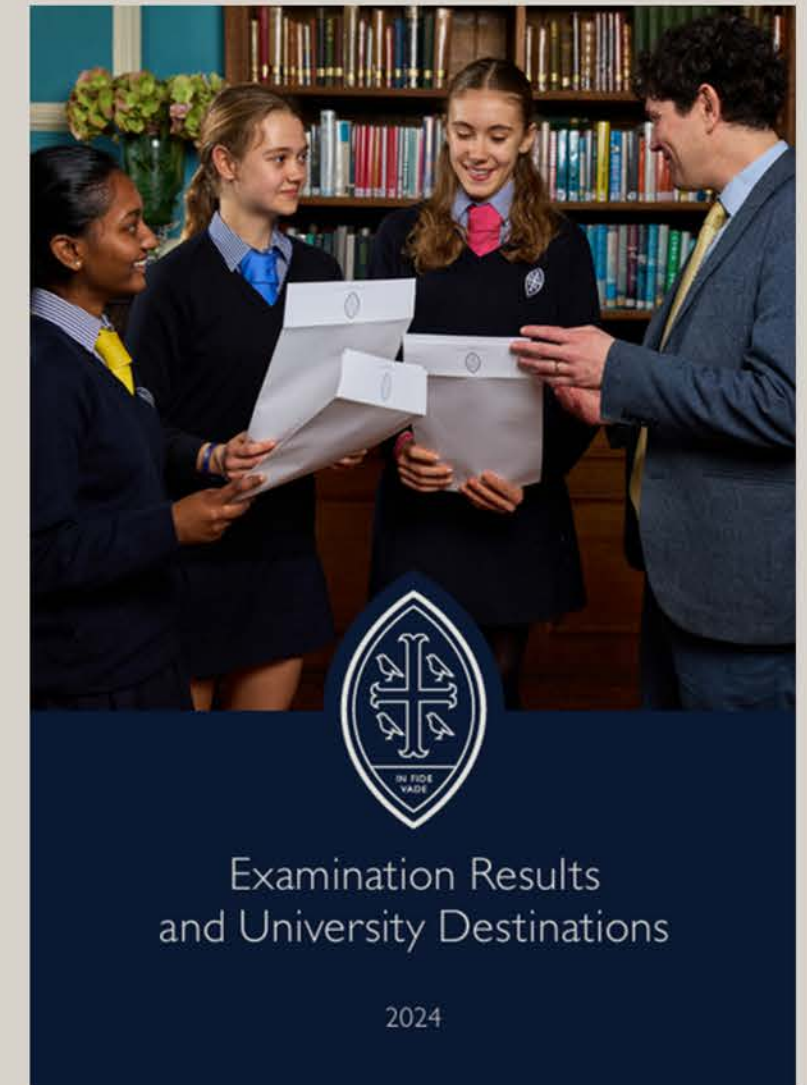
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## 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](#)





# Development at Wycombe Abbey

The Development Office at Wycombe Abbey designs and delivers the School's fundraising and alumnae relations strategy in support of its strategic aims, nurturing relationships with a community of over 6,000 Seniors (former pupils) and more than 4,000 families past and present. In addition to the Director of Development, the team includes the Assistant Director of Development (Alumnae Relations), Assistant Director of Development (Fundraising), Development Officer and the Foundation and Alumnae Office Administrator. There is a long history of philanthropy at Wycombe Abbey: beginning with our pioneering founder, Dame Frances Dove, in 1896, and spanning over a century to more recent generosity demonstrated through the £6 million campaign to build two new purpose-built Houses, Pitt and Rubens, in 2017.

The Foundation and Alumnae Office Administrator will support the Director of Development, and the Development and Seniors Office, by ensuring smooth daily running of all administration for the department. The role responsibilities will include managing all CRM data entry activity, CRM (Raiser's Edge), donation management, database reporting and all office administration.

Excellent foundations are in place to allow the new Foundation and Alumnae Office Administrator to lead on administration, and database process management to support Wycombe Abbey towards the School's ambitious goals:

- A warm Seniors community has been supported and nurtured with an annual programme of events and communications.
- Fundraising is ongoing for bursaries and capital projects.

[Click here to find out more about Development at Wycombe Abbey.](#)





# The Role: Foundation and Alumnae Office Administrator

## Reports to:

Director of Development.

## Contract:

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

## Hours of work:

37.5 hours per week, Monday to Friday, 52 weeks per year. Hours include a one-hour unpaid lunch break each day. This is a whole-school role, and a flexible attitude to working hours is needed, as you will be required to work 'out of hours' from time to time.

## Salary:

£26,000 - £33,000 per annum, depending on skills and experience.

## Holiday:

30 days per annum, not including bank holidays.

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## Key Responsibilities

### Administrative Support:

- Provide professional secretarial and administrative support for the Development Office, such as mail merges, printing and event collateral.
- General office and calendar management.
- Be the first point of contact for the Development Office.
- Develop and ensure adherence to all Development and Alumnae Relations processes and procedures.
- Day-to-day management of the Development and Seniors Office's calendar and email boxes (Development and Seniors), coordinating activities, meetings and correspondence for the office.
- Optimise all internal communications for the Director of Development, keeping the Bursar, Headmistress, Finance, and Communications Offices up to date on any required information and activities.
- Coordinate event calendars and participation in School activities.
- Improve and manage the Development and Seniors SharePoint drive.

### Raiser's Edge NXT CRM:

- Responsibility for Raiser's Edge, ensuring data integrity and adherence to GDPR (General Data Protection Regulation) and best practice.
- Manage all CRM data entry activity, including demographic information and donor gift records.
- Work closely with IT and third-party suppliers to resolve any software issues, upgrades or policy changes.
- Be responsible for time-sensitive data capture, data segmentation, gift processing, survey updates and other data handling processes necessary for successful telephone campaigns and annual Giving Days.
- Generate queries, data exports and reports as required for internal analysis, mailings, events, fundraising appeals, research, communications, publications and events.
- Ensure the accurate and timely input of data relating to Clarence leavers, new parents, former parents, former teachers, staff, and prospective and current donors.
- Work with department colleagues to embed database best practice and optimise its use.





# The Role: Foundation and Alumnae Office Administrator

## Donations Administration:

- Manage the fulfilment of regular Gift Aid, Standing Order and Direct Debit claims, working with the Finance Office.
- Support preparation of financial and analytical reports for the Assistant Director of Development (Fundraising) and the Director of Development.
- Supported by the Director of Development and the Assistant Director of Development (Fundraising), ensure outstanding relationship management is provided to prospects and donors, including the timely preparation of documentation and correspondence.

## Team:

- Commit to being a positive role model for colleagues, cultivating a professional work environment based upon mutual respect, inclusivity and personal and professional growth.
- Carry out any other reasonable activity in support of the work of the Development and Seniors Office and as requested by the Director of Development.
- Serve as a Digital Ambassador as part of the whole School programme.

## Person Specification

### Specialist Knowledge and Experience:

- Some experience in relationship management systems such as Raiser's Edge NXT, Microsoft Dynamics CRM would be an advantage.
- Excellent verbal and written communication skills.
- Excellent administrative skills, including high attention to detail and accuracy.
- Proficiency in MS 365, including Word, Excel, PowerPoint and SharePoint. Experience with Outlook email.
- An appreciation for and understanding of the priorities of independent education and girls' boarding.

### Interpersonal Skills:

- Proven ability to develop effective and supportive relationships with various stakeholders.
- Self-motivated and resilient with a positive attitude and the ability to work independently.
- High level of professionalism and integrity.
- Discretion and respect for confidentiality.
- Experience of communicating confidently and effectively at all levels.

### Organisational Skills:

- Excellent organisational skills: ability to organise and prioritise work, meet deadlines and work effectively under pressure.

### Team Working:

- Enthusiastic and proactive team-player, committed to sharing success and supporting colleagues.

### Flexibility:

- The ability to adapt successfully to changing demands and conditions.

## 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
  - £26,000 - £33,000 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 3 August 2025  
Interviews: Thursday 14 August 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](mailto:hr@wycombeabbey.com).

