



WYCOMBE  
ABBEY

HR Business Partner  
(Talent Acquisition)

Start Date: September 2025

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.

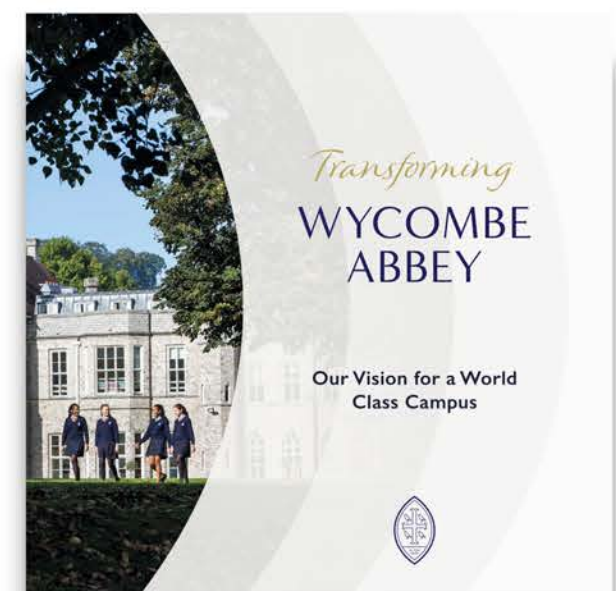
Mrs Jo Duncan  
Headmistress



[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.

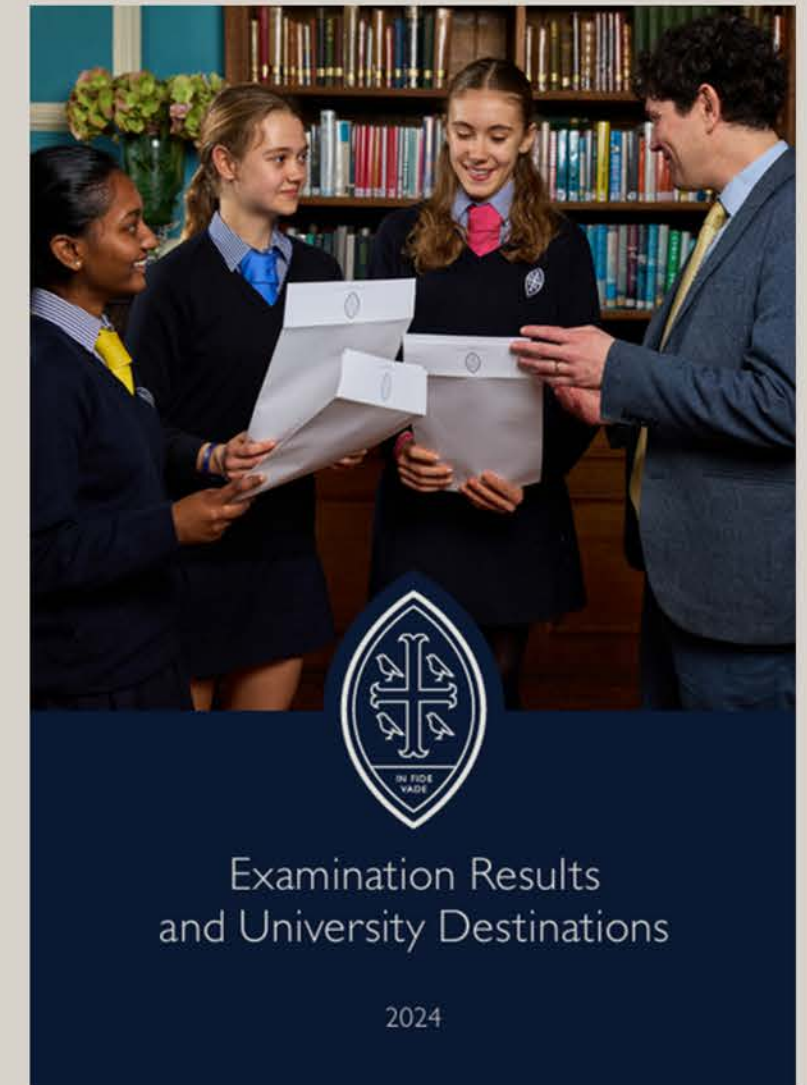
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## 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.



[Click to see results and destinations](#)



# The Role: HR Business Partner (Talent Acquisition)

Wycombe Abbey seeks to appoint an HR Business Partner (Talent Acquisition) to play an important role in leading and providing advisory and operational support on the full spectrum of HR, with a particular focus on recruitment, employee relations, compensation and benefits.

**Reports to:**

Director of People, and ultimately to the Headmistress.

**Contract:**

This is a full-time, permanent contract.

**Hours of Work:**

37.5 hours per week, 8:30am - 5:00pm, Monday to Friday, 52 weeks per year. Hours include a one-hour unpaid lunch break during each working day.

**Holiday:**

30 days per annum, plus bank holidays.

**Salary:**

£33,150 - £41,925 per annum, depending on skills and experience.

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## Key Responsibilities

**HR Business Partnering:**

- Serve as HR Business Partner to provide advisory and operational support to colleagues across the full spectrum of HR.
- Act as advisor to line managers / Heads of Department to facilitate change management programmes and enhance the employee experience.
- Provide consultative services and guidance to employees and managers on HR related matters.
- Manage and resolve complex employee relations issues through effective, thorough and objective investigations.
- Provide performance management and disciplinary guidance to line managers.
- Ensure a positive employee experience from onboarding through to developing, retaining and transitioning staff to ensure a positive employee journey throughout the School.



# The Role: HR Business Partner (Talent Acquisition)

## Recruitment

- Review the School's staff recruitment collateral and ensure that all documentation is world class and attracts the highest quality applicants.
- Manage and review the School's Applicant Tracking System to ensure that we are using it to the fullest capacity, training end users on how to use it and managing queries and issues that may arise.
- Work with the Director of People to develop an effective talent acquisition programme, ensuring the recruitment of outstanding employees across all areas of the School.
- Deliver recruitment strategies, processes and policies with a focus on being an 'Employer of Choice' to attract the best talent.
- Assist line managers in the development of job descriptions, providing guidance in hiring and promotion decisions.
- Support the Director of People on the design and implementation of compensation strategies and programmes to enhance organisational competitiveness and conduct analysis on compensation against the market.
- Analyse trends and metrics to suggest and develop solutions, programmes and policies.
- Act as advisor to line managers / Heads of Department to facilitate change management programmes and enhance the employee experience.
- Assist line managers in the development of job descriptions, providing guidance in hiring and promotion decisions.
- Assist in designing and implementing compensation strategies and programmes to enhance organisational competitiveness and conduct analysis on compensation against the market.
- Analyse trends and metrics to suggest and develop solutions, programmes and policies.
- Work closely with leadership and employees to improve work relationships, build morale and increase retention.
- Provide performance management and disciplinary guidance to line managers.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provide HR policy and procedure guidance and interpretation to employees and ensure the HR elements of the Staff Handbook are reviewed and updated regularly.
- Provide guidance and input on organisational restructures, workforce planning, talent management strategies and succession planning.
- Perform other related duties as requested by the Director of People.

## General

- Work closely with other members of the HR team to ensure the smooth running of all areas of the department.
- Provide cross-functional support to fellow team members/partners in their respective portfolios to ensure that HR services are executed in a coherent, efficient and effective manner.
- Demonstrate a positive approach to all employees, ensuring that all feel valued as a member of the School.
- Manage the School's HR Database, Wycombe HR, ensuring all data is up-to-date and compliant with regulatory requirements.
- Handle general enquires in a fair and equitable manner.
- Handle all data and staff related documentation in confidence and in compliance with regulatory requirements.
- Counsel staff on HR matters as required.
- Perform other related duties as requested by the Director of People.



# The Role: HR Business Partner (Talent Acquisition)

## Person Specification

### Specialist Knowledge and Experience

- Educated to at least Degree Level; a qualification in Human Resources is desirable.
- 5+ years of Human Resources experience, ideally with experience in an HR Business Partnership role
- Experience managing HR Databases.
- CIPD qualification (MCIPD or FCIPD).
- Extensive knowledge and understanding of employment law and HR best practice.
- IT literate with intermediate to advanced level Microsoft 365 applications including Excel, Word, PowerPoint, SharePoint, Teams and OneDrive.

### Personal Attributes

- Ability to work to a high level of accuracy with an eye for detail.
- Ability to engage, enthuse and inspire others.
- Have excellent communication skills and the ability to develop strong relationships at all levels.
- Have high levels of personal integrity.
- Proven ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
- Enjoy personal challenges and can give support to others.
- Be able to manage own wellbeing and support others with theirs.
- Believe positivity is as important as performance in the workplace and amongst the community.
- Enjoy connecting with all members of our community.
- Have a sense of humour.
- Successfully adapt to changing demands and conditions.
- Ability to remain calm and effective 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
  - September 2025.
- Salary
  - £33,150 - £41,925 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: Tuesday 22 July 2025  
Interviews: Week commencing 28 July 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).

