



WYCOMBE  
ABBEY

# School Operations Administrator

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.

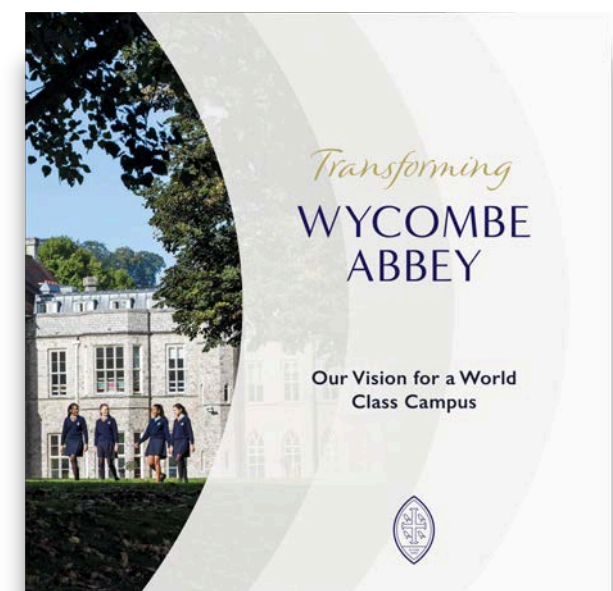
Mrs Jo Duncan  
Headmistress



[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.

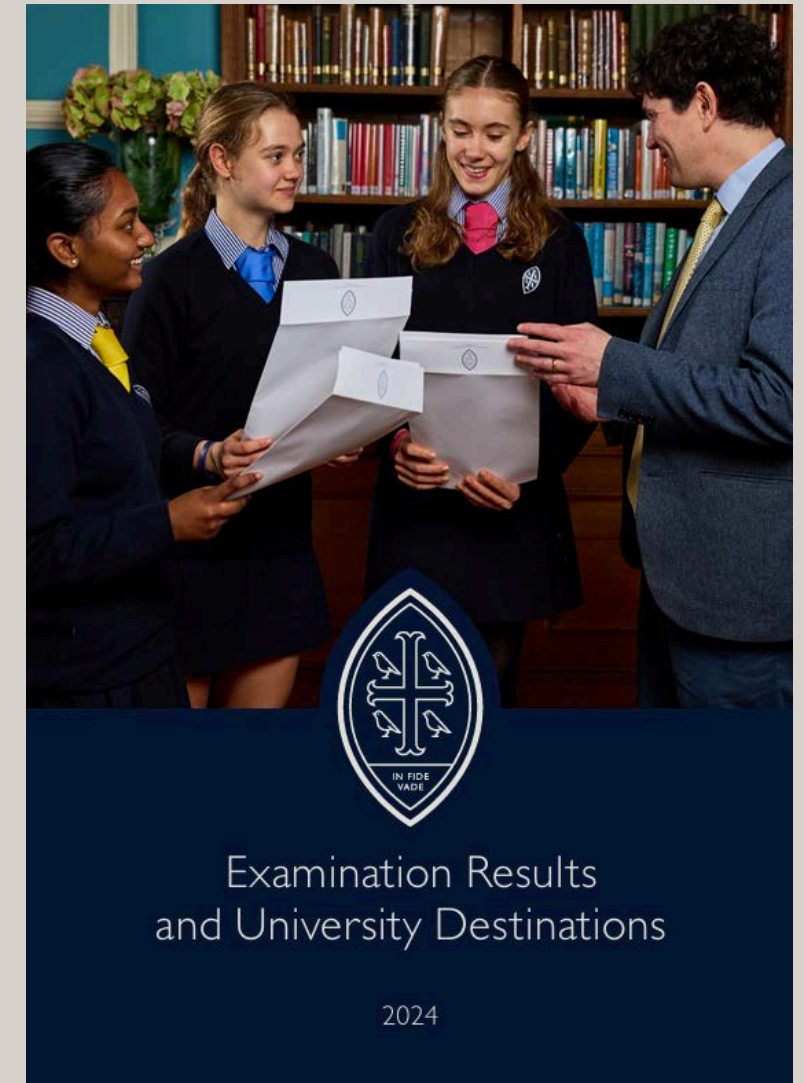
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## 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: School Operations Administrator

Wycombe Abbey seeks to appoint a School Operations Administrator to provide a bespoke administrative and secretarial service to the Deputy Head (Strategy and International) team.

**Reports to:**

Assistant to the Deputy Head (Strategy and International).

**Contract:**

This is a part-time permanent contract. The first six months will be a probation period.

**Hours of work:**

37.5 hours per week, 8:30am - 5:00pm, Monday to Friday, during Wycombe Abbey term time, plus four weeks during Wycombe Abbey School Holidays. Some weekend and evening work may be required to support School events and manage ground transport, for which time off in lieu will be given.

**Salary:**

£21,091 - £25,944 per annum (based on FTE £26,000 - £32,000 per annum), depending on skills and experience.

## Key Responsibilities

**School Operations Administrator**

- Provide a full range of administrative and secretarial support to the Deputy Head (Strategy and International) team, including the Assistant to the Deputy Head (Strategy and International), as well as to the wider School Operations team, producing accurate and clearly laid-out documents.
- Support the Assistant to the Deputy Head (Strategy and International) with the coordination of meetings, whether in-person or virtual, for the Deputy Head e.g. setting up meeting links/room bookings/catering requests etc.
- Take minutes for meetings as necessary.
- Assist with communications and papers for meetings as required.
- Support the Assistant to the Deputy Head (Strategy and International) in arranging travel itineraries for the Deputy Head as required.
- Assist with hard copy and digital filing and record-keeping using a range of school systems, ensuring this is accurate and up to date.
- Assist with management and administration of School minibuses and vehicles, including management and booking of transport for trips, recording and administration of staff driving licence checks, administration of London Transport / Heathrow Transport at the start and end of leaves and any other support as directed by the Assistant to the Deputy Head (Strategy and International).
- Assist with any diary and calendar administration support as required, including End of Term and Beginning of Term arrangements, management and administration of SOCS (the School online calendar) and management and administration of diaries and Useful Information booklets using InDesign.
- Work as part of a team covering the School's administrative functions and work with the wider admin team to ensure the operations of the School office are suitably covered when required.
- Assist with timetabling at the beginning of the School year including allocation of seating in the Courtyard at lunchtimes.
- Deal tactfully, sensitively and confidentially with staff, pupils, parents and visitors.
- Provide wider School administrative support as needed.
- Any other duties to support the Deputy Head (Strategy and International) team.





# The Role: School Operations Administrator

## Co-Curricular Administration

- Liaise with relevant staff involved in the provision of Paid Extras (Drama, Languages, Learning Enhancement, Music and PE) to ensure a cohesive and coordinated approach to this aspect of our curriculum.
- Provide administrative support with the timetabling of Paid Extras and work closely with key staff to resolve clashes with Paid Extras when they arise (e.g. due to internal exams or School trips); work closely with individual departments to reschedule Paid Extras where necessary, ensuring communications are shared with pupils, staff and parents as appropriate.
- Work closely with the Director of School Operations to manage communications with parents regarding our programme of Paid Extras, for example sign-up and discontinuation reminders.
- Monitor the Extras inbox and ensure that communications received are managed appropriately and dealt with in a timely manner.
- Manage the day-to-day registration of co-curricular activities, including the Monday afternoon Co-Curricular block, following-up missing marks with pupils and staff as required.
- Provide Housemistresses, Heads of Section and Tutors with co-curricular registration data so they can follow-up as required with pupils.
- Work with the Director of School Operations to complete termly co-curricular audits to monitor pupil involvement in the co-curricular life of the School and provide reports to relevant colleagues for analysis as required.
- In conjunction with the MIS Manager, identify, research and support the implementation of digital platforms to facilitate the co-curricular life of the School; remain abreast of developments in existing platforms including SOCS, Evolve and iSAMS, which may enhance co-curricular administration.
- Help to coordinate the day-to-day use of the PAC (Performing Arts Centre), working closely with the Drama and Music Departments to facilitate the smooth running of events in the PAC and minimising the disruption to the day-to-day running of the Drama and Music Departments.
- Assist with the upkeep of Co-Curricular, Weekend Activity and Trips noticeboards.
- Support with the organisation of School events during busy periods including some weekends.
- Assist with any administrative work in the support of School trips, including weekend activities, management and administration of EVOLVE school trip database, creating reply forms, sending messages to parents, communication with transport companies and any other support as directed by the Assistant to the Deputy Head (Strategy and International).





# The Role: School Operations Administrator

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## Person Specification

### Specialist Knowledge and Experience

- Ability to handle confidential information and maintain strict confidentiality.
- Experience of providing an efficient and accurate administrative service.
- Excellent working knowledge of Microsoft Excel, Word and Outlook.
- Experience of arranging business travel and schedules is desirable.
- Experience of complex diary management.
- Experience with databases and the ability to learn school management systems.
- Secure IT skills.
- Willingness to learn new computer software.

### Attention to Detail

- Ability to enter data accurately and efficiently.
- Excellent proofreading skills.

### Team Working

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

### Using Initiative

- Ability to work unsupervised and to take responsibility for own actions with good attention to detail.
- Be a “starter/finisher” and be proactive in seeking solutions to enable conclusion of tasks.

### Communication

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Excellent telephone manner.
- Confident interaction with colleagues, members of the extended School community, parents, pupils and visitors.

### 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.

### Flexibility and Resilience

- Ability to successfully adapt to changing demands and conditions.
- 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 permanent, part-time contract.
- Appointment Date
  - September 2025.
- Salary
  - £21,091 - £25,944 per annum (based on FTE £26,000 - £32,000 per annum).
- School Fee Remission
  - Fee remission is available subject to the usual entry requirements and space being 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: Friday 30 May 2025  
Interviews: Thursday 12 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](mailto:hr@wycombeabbey.com).

