



WYCOMBE  
ABBEY

## School Nurse / Paramedic

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.

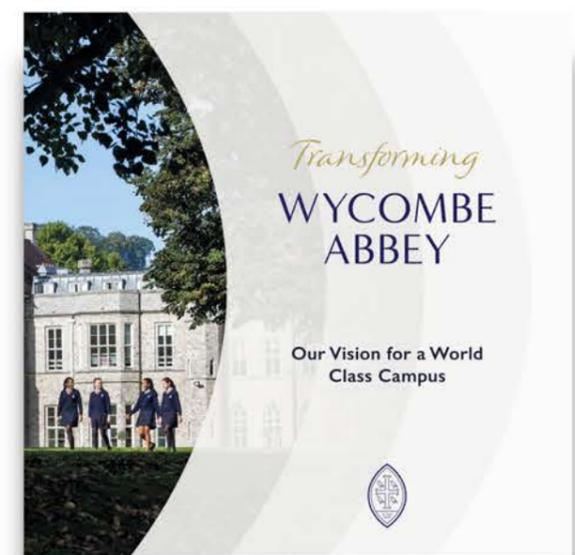
Mrs Jo Duncan  
Headmistress



[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.

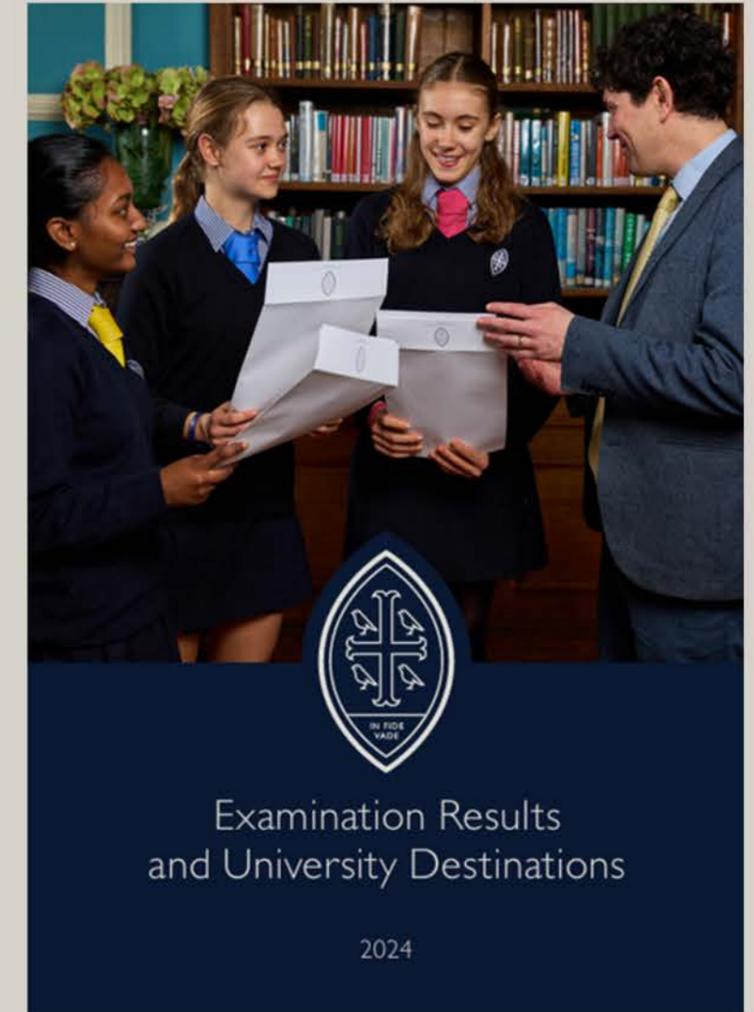
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## 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.



# The Role: School Nurse / Paramedic

Wycombe Abbey seeks to appoint a School Nurse / Paramedic to work alongside the Health Centre Team and Health Centre Manager, School Nurses and three visiting doctors, as well as liaise closely with boarding House staff. The Health and Wellbeing Centre provides 24-hour cover, with seven inpatient beds. The School Nurse / Paramedic must be willing to work a variety of shifts; early, late and night shifts or weekend cover.

**Reports to:**

Health Centre Manager.

**Contract:**

Permanent, term-time only contract. The first six months will be a probationary period.

**Hours of work:**

37.5 hours per week, Monday to Sunday, during Wycombe Abbey term time, including at least one night shift per week.

**Salary:**

Equivalent to RGN Band 5-6 (pro-rata), depending on skills and experience.

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## Key Responsibilities

**Pupils and Staff**

- Respond to individual girls who visit the Health and Wellbeing Centre.
- Liaise closely with parents, Housemistresses and pastoral staff, ensuring the Health and Wellbeing Centre has an accurate record of each girl's medical history and needs.
- Attend accidents on site in the School as required, including pitch side cover for home sporting events.
- Assist the Health Centre Manager to ensure health checks are completed for all new girls, in person or remotely.
- Assist the Health Centre Manager to inform staff as necessary of any special medical needs of any girl, especially allergies, and ensure that photographs of girls with severe allergies/conditions are distributed in key areas around the school.
- Assist the Health Centre Manager to manage medical emergencies, including epidemics, effectively, liaising closely with all relevant staff and ensuring appropriate treatment for those affected.
- Ensure privacy and confidentiality to pupils and staff when consulting Health Centre staff.
- Provide support and reassurance for House staff and with out-of-hours support and care for girls overnight in the Health and Wellbeing Centre where necessary.
- Be the "Named Link Nurse/Health Professional" for a boarding House.
- Visit link house dispensary, where requested by the Health Centre Manager, advising pastoral staff (and Housemistresses as appropriate) about medical welfare issues, including safe administration and storage of medication.
- Participate in whole staff INSET training if required e.g. demonstrating the use of EpiPens, administration of medication and emergency procedures.



# The Role: School Nurse / Paramedic

## Administration

- Keep electronic health records up-to-date and readily accessible including the girls' health records, addresses and contact number of parents, medical reports / letters, doctors' notes, vaccinations, Health and Wellbeing Centre attendance and records of all medication given.

## Patient Care and First Aid

- Undertake a thorough assessment of accidents and injuries; provide treatment or refer to other agencies as appropriate, keeping House staff and parents informed of plans, keeping the needs of pupils at the centre of all decision making at all times.
- Provide health education, information and resources on healthcare issues to pupils, parents and staff where appropriate.
- Provide care that is evidence and research-based to ensure the highest quality and always practice within the postholder's level of competence.

## Communication and Liaison

- Liaise with the Health Centre Manager/Lead Nurse and/or House Link Nurses/Healthcare Professionals regarding any issues of concern in relation to quality of service, pupil or staff wellbeing or health and safety.
- Develop and maintain effective and appropriate working relationships with pupils, staff, teachers, co-workers and parents and foster these partnerships for the benefit of the pupils.

## Professional Development

- Undertake mandatory training and any other development activities/training required to perform the role effectively, as identified through individual performance review.

## General

- Take an active part in the induction of all new staff and girls, explaining the role of the Health and Wellbeing Centre.
- Order, keep and issue all medicines as required.
- Actively promote health and safety issues within the School, including supporting House staff as they are often the first line for girls seeking medical advice.
- Assist to arrange and prepare the doctors' surgeries, triaging as appropriate.
- Act as Named Link Nurse/Healthcare Professional for one boarding House, developing effective relationships with pupils and House staff, with the support of the Health Centre Manager/Lead Nurse.
- Act as the key co-ordinator of care for pupils with ongoing conditions, developing individual care plans which acknowledge their diverse and unique needs.
- Provide training to staff in named House e.g. medication administration, anaphylaxis, diabetes, asthma etc as needs are identified.
- Undertake reviews of dispensary processes in named Houses and feedback to Health Centre Manager/Lead Nurse, identifying any training needs to be addressed.



# The Role: School Nurse / Paramedic

## Person Specification

### Specialist Knowledge and Experience

- The postholder must be a RGN, and / or RN (child), and must ensure that registration with the NMC is current or be registered with Health and Care Professional Council (HCPC).
- Previous experience with children is desirable, as is experience of working in a school setting, but not essential as full training will be given.
- Previous experience of dealing with teenagers with mental health issues is desirable.
- Strong IT skills; confident using Microsoft Word, Excel and Outlook.

### Interpersonal Sensitivity

- Interact with others in a sensitive and effective way.
- Ability to develop effective and supportive relationships with colleagues, both internal and external, in terms of social interaction and positive support with team workload.
- Ability to build rapport easily, especially with young people.
- Flexibility with a good sense of humour.
- Ability to work independently.

### Communication

- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience and situation.
- Ability to maintain strict confidentiality.

### Organisation

- Ability to organise time effectively, prioritising workload and adapting to the changing needs of a busy department.

### Resilience

- Ability to remain calm and self-controlled under pressure and to keep difficulties in perspective.
- Willingly tackles demanding tasks.

## 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
  - Equivalent to RGN Band 5-6 (pro-rata), depending on skills and experience.
- 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 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, Equity, 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: 1 June 2025  
Interviews: Week commencing 9 June 2025  
To apply, please fill in an online application  
by clicking Apply Now.

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



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).