



WYCOMBE
ABBEY

Assistant to the Sixth Form Team

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.

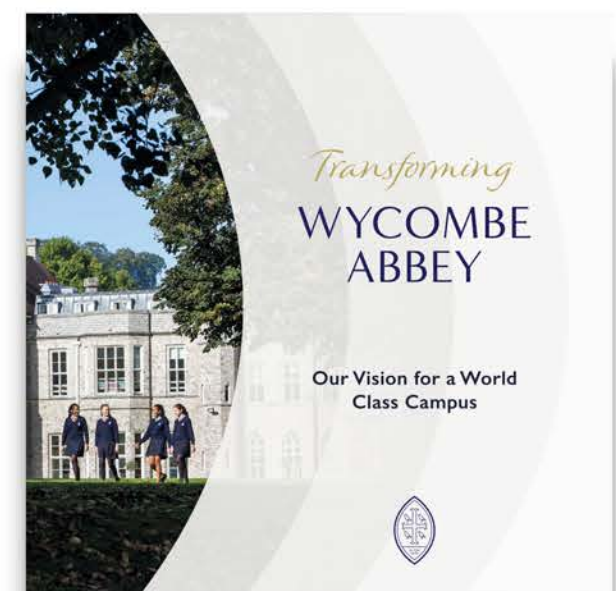
Mrs Jo Duncan
Headmistress



[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.

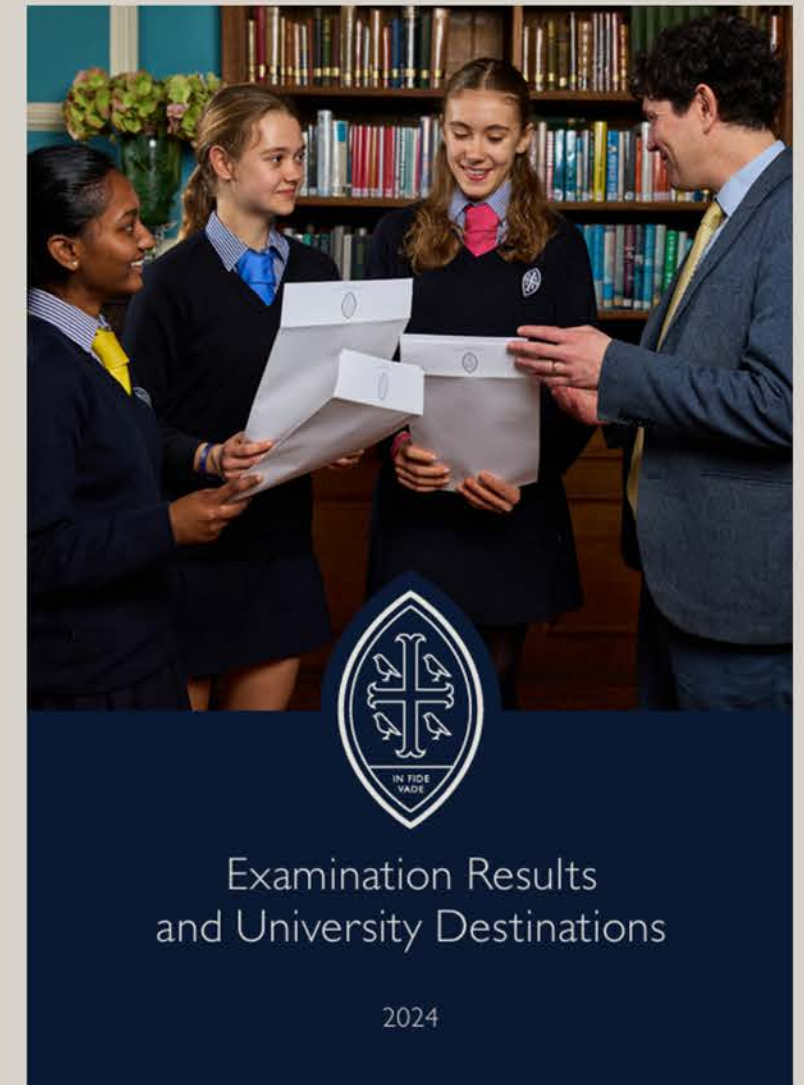
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

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](#)



The Role: Assistant to the Sixth Form Team

Wycombe Abbey seeks to appoint an Assistant to the Sixth Form Team to provide professional secretarial and administrative support to the Director of Sixth Form and the wider Sixth Form Team (comprising the Deputy Head of Sixth Form, Head of Higher Education, Clarence House team and US and International Universities Office).

Reports to:

Director of Sixth Form.

Contract:

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

Hours of Work:

30 hours per week, Monday to Friday, 8:30am - 3:00pm, during Wycombe Abbey term time, in addition to occasional Saturday mornings from 8:30am – 12:00pm or weekday evenings to assist with events, for which time off in lieu will be given by arrangement.

Holiday:

You will be entitled to time off during the School holidays, with the exception of one week at the end of Easter holidays, one week at the beginning of the Summer holidays, one week over the A level results period and one week at the end of the summer holidays.

Salary:

£16,976.85 – £21,728.61 (£26,174 - £33,500 FTE) per annum, depending on skills and experience.

Key Responsibilities

Main Duties:

- Provide confidential, personal and administrative support to the Director of Sixth Form and the wider Sixth Form Team.
- Provide full diary management for the Director of Sixth Form and, where appropriate, organise appointments for the wider Sixth Form Team, including (but not limited to) meetings with staff, pupils and parents, Tutor team meetings, and Higher Education appointments for UK and international applicants. Ensure that the Director of Sixth Form has all relevant information for such meetings in advance.
- Liaise effectively with the Executive Leadership Team, members of staff, pupils and parents on behalf of the Director of Sixth Form, ensuring smooth function of the Director of Sixth Form's work.
- Organise the arrangements for meetings chaired and arranged by the Director of Sixth Form, including the preparation and circulation of papers, the arrangement of IT facilities, catering or other requirements, prepare and distribute agendas; to minute Sixth Form Team meetings, certain parent/pupil meetings, and other meetings as required. To organise the weekly Prefect and Head Girl Team meetings.



The Role: Assistant to the Sixth Form Team

Main Duties (Continued)

- Provide administrative and operational support for events and trips run by the Sixth Form Team, including (but not limited to) all University Subject Meetings (LVI and UVI) and the Future Ready Week, Management Conference, Communications Conference, Academic Forum, and Sixth Form Cafes, and to contribute to the smooth running of these events. The post holder may also be required to offer administrative support to the Carrington Programme, our Sixth Form enrichment offering.
- Establish contact and liaise effectively with contributors for the events above and keep records of contacts.
- Work independently to write letters, emails and draft reports.
- Coordinate and publish letters to parents regarding tutor changes, A level examination or University Admissions Test information, or any other matters relating to the Sixth Form.
- Support the Director of Sixth Form and Executive Leadership Team with the School's Pupil Leadership selection process, including pupil and staff liaison, production of subsequent literature, voting forms and collation of votes, as well as administrative support for the Pupil Leadership Training events in and outside of School.
- Produce annually various Sixth Form booklets, including those focused on the University Preparation Programme, Sixth Form Courses, University Applications and UCAS Apply.
- Oversee the timing and quality of all Sixth Form Communications in conjunction with the Director of Sixth Form, providing administrative support to the wider team as necessary (letters to parents, presentations, events, eBulletin updates, social media platforms).
- Provide additional administrative support with Clarence House boarding reviews (internal and external).
- Support the planning of Activities Days and trips for LVI and UVI year groups as required.
- Provide administrative support to the Head of Partnerships regarding LVI and UVI primary school placements, when appropriate.
- Maintaining the environment of the Sixth Form areas in the Abbey to ensure all information, wall displays, university prospectuses, gap year information and noticeboards are kept up to date.
- Perform any other duties to assist in the smooth running of the Sixth Form.

Specific Duties Pertaining to Higher Education

- Provide high-level, specialised support to the Director of Sixth Form and wider Sixth Form Team on all matters relating to Higher Education. This involves specialised knowledge of complex systems and absolute confidentiality.
- Coordinate mock university interviews for LVI pupils in conjunction with the Head of Higher Education.
- Organise Future Ready Week in conjunction with the Sixth Form team - booking speakers, rooms, catering, etc.
- Organise further LVI Higher Education events such as the two University Preparation Talks to pupils and parents and the University Subject Meetings for parents and HODs.
- Collate and record predicted A level grades for pupils' applications and keeping records of any changes to these.
- Prepare and maintain key materials for UCAS reference writing and manage the UCAS reference review system involving Sixth Form Tutors, Heads of Department, senior members of staff and the Headmistress.
- Oversee and manage the UCAS application system, including reviewing pupils' qualifications, entering predicted grades, and attaching references.
- Manage the appointments of the Director of Sixth Form and Head of Higher Education for the submission of UCAS applications.
- Record the progress and outcomes of UCAS applications through UCAS Adviser Track.
- Collate accurately and share with the Exams Office the pupil registration details for all University Admissions Tests.
- Update and maintain detailed internal application statistics.
- Collate data for Council reports on Higher Education matters.



The Role: Assistant to the Sixth Form Team

Specific Duties Pertaining to Higher Education (Continued)

- Update and maintain detailed external application statistics, including the School's website. This also includes significant and bespoke ad hoc data analysis upon request from various stakeholders.
- Update internal literature on university preparation and applications and collate information and instructions for LVI and UVI Tutors.
- Provide administrative support to Sixth Form Tutors with the UCAS website.
- Support UVI pupils with university interview administration, including room bookings.
- Provide significant administrative support before, on and after A level Results Day to the Headmistress, Deputy Head (Academic) and Director of Sixth Form.
- Provide bespoke administrative support to staff, pupils and parents regarding post-qualification and Higher Education queries.
- Liaise with and provide Higher Education support to Post-Qualification Applicants as required.

Person Specification

Specialist Knowledge and Experience

- A successful track record of administrative support at senior management level in a complex and fast-paced environment.
- Proficient in Microsoft 365 applications, especially Word, Excel and SharePoint.
- Experience of maintaining databases, including Excel databases, is an advantage.
- Knowledge of university applications systems, particularly working knowledge of UCAS, is highly desirable.
- Ability to learn new IT systems.
- Experience of graphic design packages is desirable.

Other Qualities

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience.
- Able to work with sensitive information and maintain absolute confidentiality.
- Able to write formally to parents and university admissions teams.
- Working accurately with a keen eye for detail is essential.
- Treating pupils and staff with patience, understanding and tact is essential.
- Able to plan ahead and initiate clear briefing materials.
- Able to work independently, to remain calm under pressure, organise time effectively, prioritising workload and meeting deadlines.
- Proven ability to develop effective and supportive relationships with staff, parents and pupils.
- An understanding and awareness of boarding and able to support the Sixth Form Team in maintaining a safe, supportive environment for all LVI and UVI pupils.
- A team player with a sense of humour.
- Ability to adapt 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 part-time, permanent contract. The first six months will be a probationary period.
- Appointment Date
 - As soon as possible.
- Salary
 - £16,976.85 – £21,728.61 (£26,174 - £33,500 FTE) 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: 1 June 2025
Interviews: 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.

