



WYCOMBE  
ABBEY

## Head of Examinations

Start Date: November 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.

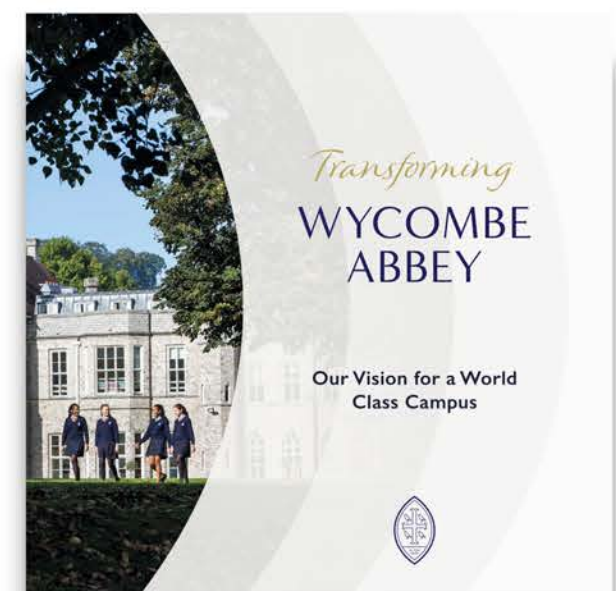
Mrs Jo Duncan  
Headmistress



[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.

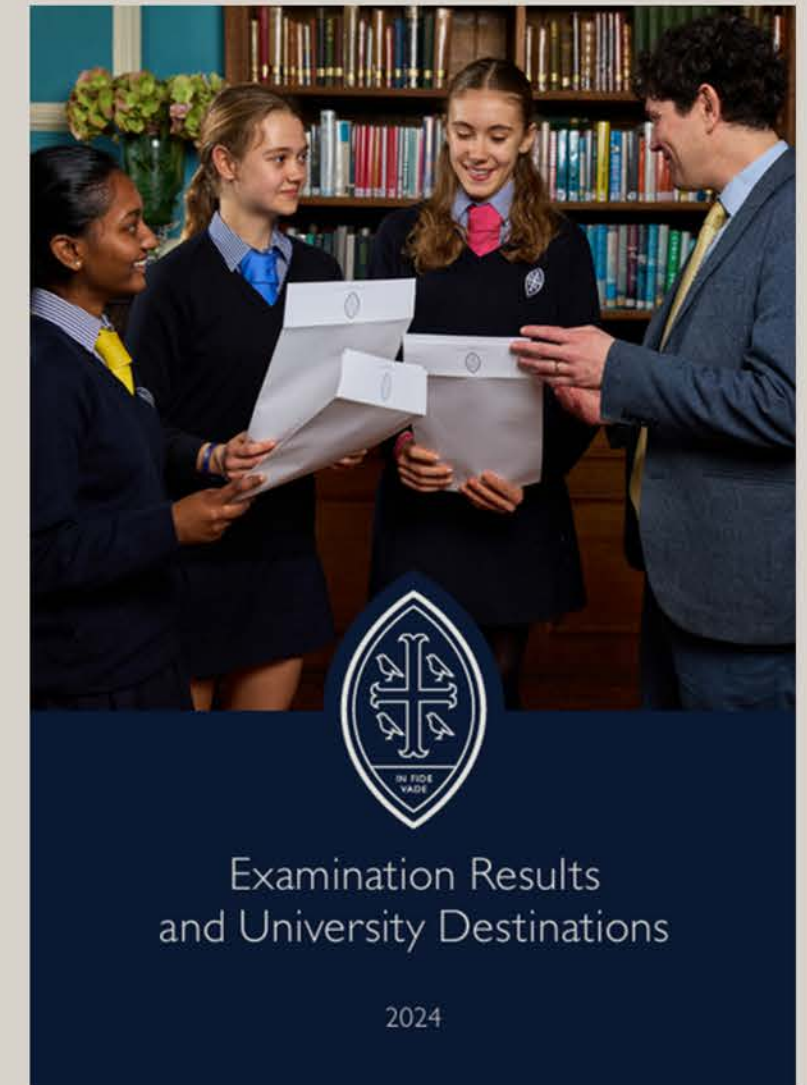
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## 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: Head of Examinations

Wycombe Abbey seeks to appoint a Head of Examinations to support the Executive Leadership Team and academic staff with effective administration in all areas relating to public and internal examinations.

**Reports to:**

Director of Curriculum Management, and ultimately to the Headmistress

**Contract:**

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

**Hours of Work:**

37.5 hours per week, Monday to Friday during Wycombe Abbey term time, plus three additional weeks during Wycombe Abbey school holidays. The position requires flexibility, working longer hours during examination seasons and taking time off in lieu during quieter periods. The Head of Examinations will need to be in School during periods when the Examinations Office is at its busiest (during School Examinations and May-June, late August and early September).

**Salary:**

£26,131.12 - £33,048.18 per annum, depending on skills and experience.

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## Key Responsibilities

**General:**

- Responsible for the day-to-day running of the Examinations Department under the guidance of the Director of Curriculum Management.
- Line manage the Examinations Officer, the Examinations Administrator, the Examinations Assistants and the Examinations Invigilators.

**Public Examinations:**

- Keep abreast of and monitor changes in procedure introduced by examination boards, JCQ or Ofqual, and draw these to the attention of the Deputy Head (Academic), the Director of Curriculum Management and the Heads of Department.
- Write and regularly update all Examinations policies that are required by JCQ.
- Maintain appropriate stationery and apparatus for the undertaking of public examinations.
- Ensure rooms are booked and prepared for the sitting of public examinations in accordance with JCQ regulations.
- Liaise with the Head of Learning Enhancement to ensure appropriate provision is made for pupils with access arrangements.
- Maintain a record of all pupils with access arrangements.
- Apply for non-centre delegated access arrangements (using AAO).



# The Role: Head of Examinations

## Public Examinations Continued:

- Maintain a bank of laptops (for public Examinations and school Examinations) that meet exam regulations and test them regularly.
- Line manage the external invigilators, ensuring they are fully trained.
- Recruit external invigilators as required to maintain a team capable of covering all internal and external invigilation.
- Allocate invigilation fairly to the team of external invigilators to ensure that all external Examinations have the appropriate level of invigilation.
- Maintain an accurate record of invigilator hours and send this to the Payroll Department each month so that invigilators are paid monthly.
- Brief all exam candidates about exam regulations.
- Make use of the School's ICT systems to communicate examination information efficiently to staff and pupils.
- Liaise with Heads of Department to collect, maintain a record of, and submit to exam boards where required all estimated entries.
- Ensure details of all examination subjects and components are entered onto iSAMS.
- Confirm pupil entries, make amendments if necessary and upload all relevant data to Examination Boards.
- Prepare and maintain a full examination timetable.
- Identify all timetable clashes and plan appropriate provision to deal with clashes.
- Fully brief all candidates with clashes.
- Administer appeals against internal assessment.
- Assist Heads of Department in ensuring they meet the requirements for non-examined assessment (NEA) and coursework.
- Organise receipt of non-examined assessment (NEA) and coursework marks and send to examination boards, together with selected candidates' work.
- Receive and check examination papers and attendance registers from the boards and be responsible for their secure storage in accordance with JCQ regulations.
- Ensure that the correct examination papers and stationery are taken to each exam room in accordance with JCQ regulations.
- Be present in the examination room at the start and end (including the end of extra-time) of all public examinations.
- When two or more examination rooms are being used at the same time, organise a rota for the Examinations team to ensure that one of them is present in each additional room at the start and end of all examinations.
- Organise the team of invigilators within the examination room to ensure that the room is set up appropriately for the examination and they are all aware of their duties and all candidates with access arrangements are identified.
- Ensure that all Examinations are started calmly and efficiently so that the pupils can perform to the best of their abilities.
- Collect, check and dispatch examination scripts in accordance with JCQ regulations.
- Collate and process special considerations applications to Examination Boards.
- Liaise with the Bursary to enable charging to parents of public examination entry fees and post results service fees.
- Prepare effective procedures for distribution of results to pupils and communicate these to pupils.
- Communicate to pupils about post results services.
- Download examination results and prepare statistics for academic staff.
- Ensure that accurate records are kept of examination results and that results are sent as required to outside bodies such as ISC.
- Administer and maintain a record of all post result service applications.
- Update examination results data on iSAMS following remarks and update the examination statistics.
- Maintain a log of receipt and organise delivery dispatch of examination certificates.



# The Role: Head of Examinations

## Internal Examinations:

- Organise examination rooms and re-rooming of other classes as necessary.
- Run all mock examinations and progress tests in line with JCQ regulations.
- Maintain appropriate stationery and apparatus for the undertaking of the examinations.
- Oversee the preparation of rooms for the sitting of examinations.
- Ensure appropriate provision is made for pupils with access arrangements.
- Organise external invigilators to invigilate all mock Examinations and progress tests.

## Room Bookings:

- Process all room bookings and room changes on the room booking system for all Examinations.
- Assist staff (when required) with all other room bookings and room changes.
- Inform staff in advance of all room changes.
- Put up room change notices on all rooms in advance of any room changes.

## Other Duties:

- Assist the Examination Officer with non-JCQ Examinations, as necessary.
- Assist in other departments where necessary during quieter periods for the Examinations Department.
- Any other reasonable activity in support of the Examinations Department, as requested by the Director of Curriculum Management.

## Person Specification

### Specialist Knowledge and Experience

- Excellent IT skills, including advanced word processing and database experience.
- Excellent supervisory skills.
- Knowledge and experience of public examination administration.

### Attention to Detail

- Ability to work accurately with an eye for detail.
- Superb organisational skills.

### Communication and Organisation

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience.
- Able to maintain confidentiality.
- Ability to remain calm under pressure, organise time effectively, creating work schedules, prioritising workload and meeting deadlines.

### Using Initiative/Creativity

- Prepared to be innovative balanced with a willingness to consult and seek advice.

### Flexibility

- Successfully adapts to changing demands and conditions.
- Willingness to adapt and acquire new skills.

## 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
  - November 2025
- Salary
  - £26,131.12 - £33,048.18 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: Thursday 10 July 2025  
Interviews: Week commencing 14 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).

