



WYCOMBE
ABBEY

Trainee Compliance
Officer

April 2026

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.

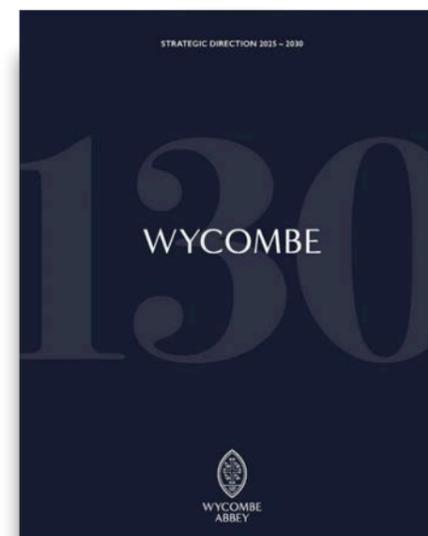
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, 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.

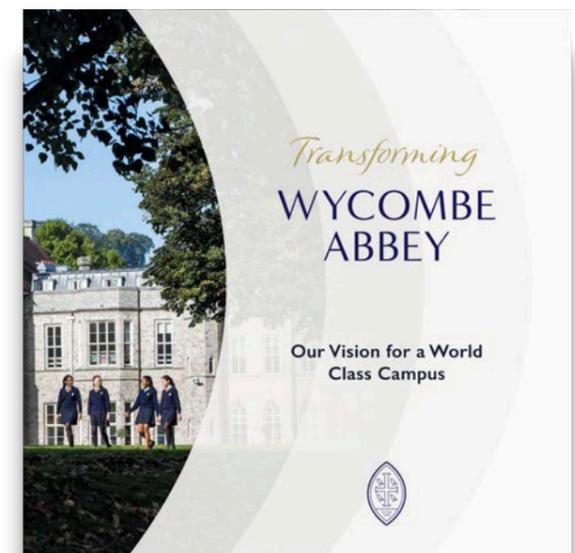
Mrs Jo Duncan
Headmistress



[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

- Provision of meals and refreshments all year.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- 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.
- 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 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.



Examination Results
and University Destinations

2025

[Click to see results and destinations](#)



The Role: Trainee Compliance Officer

Wycombe Abbey seeks to appoint a Trainee Compliance Officer to provide administrative and organisational support to the Head of Compliance across core areas including Health & Safety, Fire Safety, First Aid, Data Protection, Policy Management and wider compliance functions.

The post offers the opportunity to gain professional experience in a structured, supportive environment with exposure to all aspects of school compliance.

Reports to:

Head of Compliance

Contract:

This is a full-time, fixed-term contract (2 years).

Hours of Work:

37.5 hours per week on a flexible basis over 52 weeks (excluding 1-hour unpaid lunch break). Working hours will be flexible as required for events, including evenings and weekends. It is intended that excess hours during busy periods will be offset in quiet times and during school holidays when working hours will reduce (subject to the demands of holiday lettings and events).

Holiday:

30 days per annum, plus bank holidays.

Salary:

£29,000 per annum.



The Role: Trainee Compliance Officer

Key Responsibilities

Data Protection & GDPR Support

- Help log new software requests and observe data protection workflows.
- Monitor the Data Breach inbox (with support) and pass issues to senior staff.
- Assist with DPIAs, vendor assessments and data audits with full training.
- Support digitalisation projects and annual data management communications.

Health & Safety Support

- Assist in maintaining accident and near-miss records and learn to check for missing information.
- Support the preparation of documentation for internal reviews and investigations.
- Help produce termly summary reports and learn how data informs decision-making.
- Contribute to improvements in digital compliance systems and reporting tools.

Fire Safety Support

- Support processes following fire alarm activations, including collecting feedback and updating logs.
- Assist in organising evacuation feedback forms and filing documentation.
- Help maintain fire safety folders, weekly alarm test logs, and Fire Boxes.
- Contribute to preparing termly fire drill summaries.

Risk Assessment & Compliance Documentation

- Ensure Risk Assessments and COSHH records are logged, stored, and updated.
- Support departments with document reviews under supervision.
- Assist in auditing statutory signage across the site (Fire, First Aid, Lockdown, etc.).
- Help monitor academic and boarding area compliance returns.

Display Screen Equipment (DSE) Administration

- Support monitoring of iHASCO DSE assessments and follow-up actions.
- Undertake DSE Assessor training and gradually support staff assessments.

Training Records & Compliance Monitoring

- Assist with maintaining staff training records and monitoring completion.
- Help organise training sessions, bookings, attendance lists and reminders.
- Support the development of new training resources and staff communications.

First Aid Administration

- Support the administration of First Aid-trained staff lists and renewal reminders.
- Assist with issuing certificates and liaising with HR.
- Help coordinate First Aid awareness campaigns, CPR refreshers and course bookings.



The Role: Trainee Compliance Officer

Key Responsibilities continued

Emergency Response Administration

- Support termly set-up of Emergency Response Team documentation and equipment checks.
- Assist in updating emergency posters and grab bags under supervision.

Staff Handbook & SharePoint Support

- Help maintain the Staff Handbook, testing links and supporting annual updates.
- Learn version control principles and assist with SharePoint document management.
- Support the review of departmental pages to ensure consistency.

Policy Management Support

- Assist with maintaining the master policy register and preparing policies for review.
- Support publication of updated policies to SharePoint and websites.
- Help track staff completion of policy acknowledgements.
- Opportunities to learn about Independent School Standards Regulations and ISI Inspection.

General Administrative Support

- Assist in maintaining audit logs, floor plans, maps and inspection materials.
- Support budget tracking activities and invoice coding under guidance.
- Contribute to the development of new digital and AI-based compliance tools.
- Participate in Fire Administration duties and train as a First Aider.



The Role: Trainee Compliance Officer

Person Specification

Knowledge and Experience

Essential:

- Strong digital skills with proficiency in Microsoft Office (Word, Excel, PowerPoint, SharePoint).
- Ability to maintain confidentiality and handle sensitive information responsibly.
- Methodical approach with high attention to detail and accuracy.
- Proactive attitude with an interest in compliance, safety, governance or data protection.

Desirable:

- Recent graduate or early career professional.
- Experience in administrative or compliance environments (paid or voluntary).
- Interest in progressing towards professional qualifications in Health & Safety or Data Protection.
- Confidence in producing communications or visual materials (e.g. Canva).
- A team player with a sense of humour and a “can do” attitude.

Personal Attributes

- Demonstrates strong organisational and time management skills.
- Calm, flexible and adaptable within a dynamic and busy environment.
- Effective communicator with a clear and professional style.
- Collaborative team member with a positive and solutions-focused approach.
- Discreet, trustworthy and respectful in dealings with colleagues and information.
- Supportive of the ethos and aims of independent, boarding and single-sex education.

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, fixed-term contract for 2 years.
- Appointment Date
 - April 2026
- Salary
 - £29,000 per annum.
- 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, subject to contributing to the Pension Scheme.
- 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: 11 March 2026

Interviews: Longlist Online 17 March

Final Interview On Site 20 March 2026

To apply, please fill in an online application
by clicking Apply Now.

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

We are a Disability Confident Committed Employer.

[Apply Now](#)



If you have any questions, please do not hesitate to contact
the HR Team on 01494 895575
or hr@wycombeabbey.com.

