



WYCOMBE ABBEY

Resident Matron
(Cloister House)

Start Date: April 2025 (or earlier)

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.

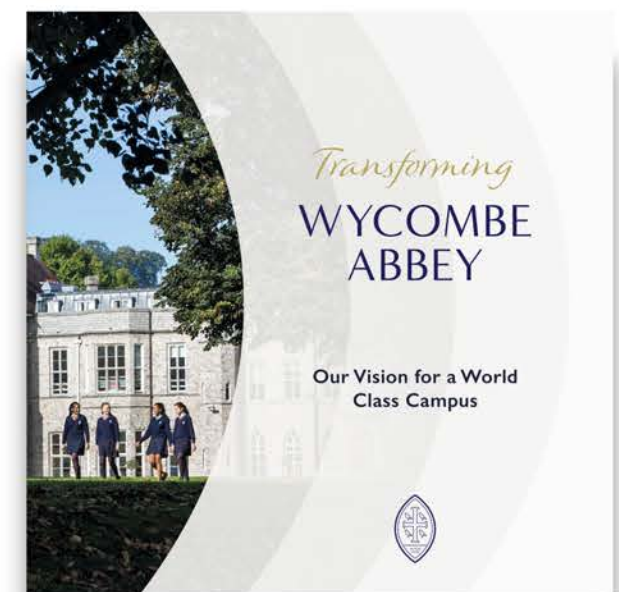
Mrs Jo Duncan
Headmistress



[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.

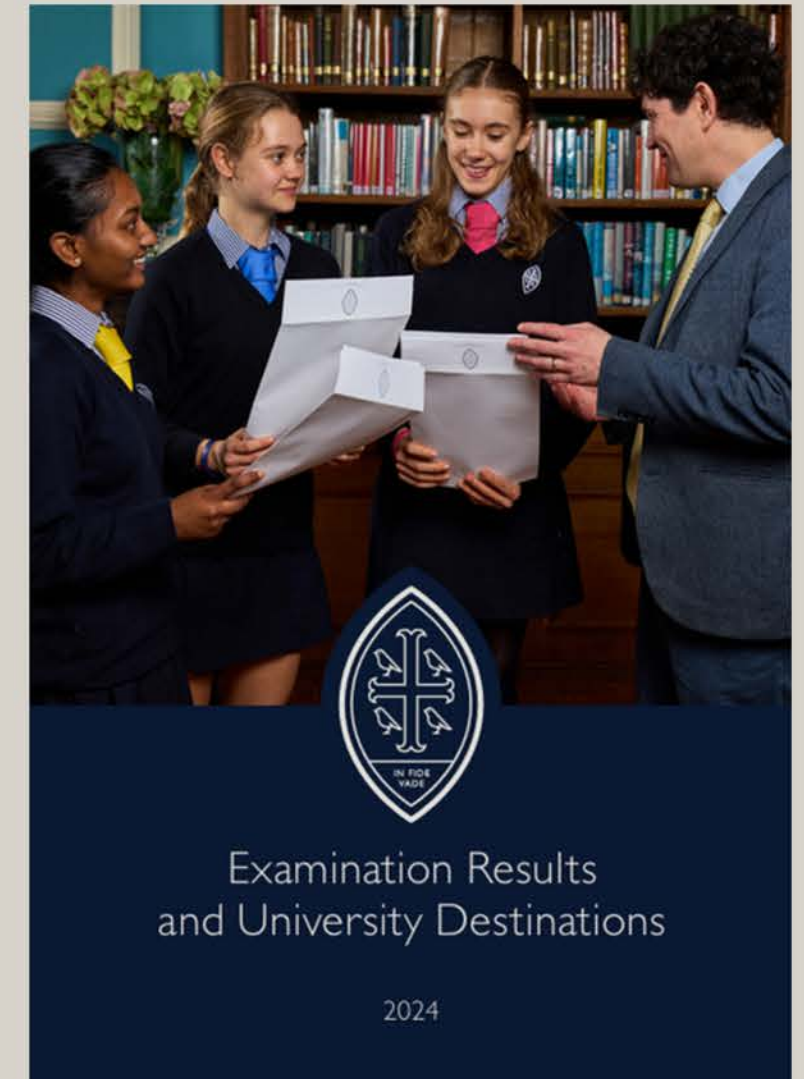
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

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.
- Fee remission available, subject to the usual entry requirements and space being available.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Free eye tests.
- 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.
- Generous training and development scheme with regular whole staff in-house and external training.
- Opportunities to visit Wycombe Abbey sister schools in Asia.
- Free will writing.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.

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](#)



Pastoral Care at Wycombe Abbey

Pastoral care and boarding life is at the heart of what we do at Wycombe Abbey. It is only when a pupil has a real sense of living in a secure and caring environment that they can properly develop their potential and feel fulfilled. Our core values are trust, encouragement and mutual respect and thus we expect respect, good manners and consideration to be shown by everyone. Every pupil should be able to develop their full potential and feel positive about themselves as an individual. We strive to create an environment where young people feel supported to share worries and concerns, know how to approach adults if they are in difficulties and where support is both readily available and accessible. We seek to encourage, support and guide in times of need, to celebrate and share in times of triumph - from the apparently unimportant to the more obviously significant and recognise that all staff play an important role in this.

We provide a framework in which every pupil is a valued member of a small community, the House, and each pupil is therefore well-known to their Housemistress and their House team, of which the Resident Matron is an integral member. Full-time academic members of staff oversee a tutor group in one of the School's 11 Houses: tutors meet with this group routinely and individually according to need, whilst working closely with the Housemistress. Tutors are asked to visit their tutees in House in the evenings at regular intervals throughout the year and to watch them in matches, concerts, plays, etc. The Head of Section keeps an overview of the academic standards and progress of the year group and works closely with the relevant Housemistress to support any pupil's individual needs.

The Chaplain and qualified nurses are full-time members of staff and readily available to every pupil. If a pupil is experiencing a problem which needs professional counselling then there are counsellors to whom pupils may be referred or whom staff can approach for advice.

In this way, each pupil has a number of adults who know them well and to whom they may go in case of need. Indeed, a pupil may go to any member of staff to whom they relate well. It is recognised that a pupil is likely to choose the person to whom they wish to confide a problem; therefore the aim is to provide as many 'nets' for them as possible whilst always acknowledging the central role of the Housemistress and the House team.

Boarding is central to life at Wycombe Abbey. Our ethos is one of full boarding and we seek to offer the advantages this provides to our day boarding pupils. It is this which enables us to provide an outstanding education in its broadest sense. Boarding underpins the School's policies, organisation and development; it is the essence of the School and the key to its ongoing success.

Our principles of boarding are designed to support our School aims and values:

- To develop an atmosphere of trust and mutual respect which encourages service to the community and to others.
- To provide conditions for study in an atmosphere which seeks both excellence and balance.
- To provide a range of activities and opportunities that will assist in the personal, social and cultural development of each boarder, allowing each individual to develop their individual talents and skills.
- To provide accommodation that is comfortable and suited to the needs of boarders, and which provides adequate levels of privacy within a supportive community.
- To develop boarders' responsibility for self, for others and for the environment allowing them to contribute to the needs and welfare of their House, School and wider community with dynamism and innovation.
- For boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counsel and support during times of difficulty.
- To create an atmosphere of trust in which positive relationships thrive and where bullying and disharmony would struggle to develop through the creation of a tolerant and open community.
- To safeguard and promote the welfare of all, by providing an environment that is, as far as possible, free from unacceptable hazards and dangers.
- To communicate frequently with parents: success as well as failure, good news as well as bad.

[Find out more about Pastoral Care
at Wycombe Abbey](#)



The Role: Resident Matron (Cloister House)

Wycombe Abbey seeks to appoint a Resident Matron (Cloister), to provide outstanding pastoral care for the girls in the House, under the leadership of the School's Housemistress team, the Senior Boarding Housemistress and the Deputy Head (Pastoral). Cloister House is home to girls in years 8-12. The Resident Matron is a vital part of our pastoral team providing a relaxed, happy and caring environment within the boarding House. This is a residential role where free accommodation is provided, as such the Resident Matron is expected to be onsite during term-time.

Reports to:

Housemistress (Cloister House).

Hours of work:

Term-time only, plus sufficient time at the beginning and end of term to ensure the House is prepared. The Resident Matron will be on duty whilst in residence with the exception of a 36-hour period each week. This period of time is decided in negotiation with the School as appropriate and may vary depending upon the needs of the School. There is also time off during the course of the day/evening which should be agreed with the Housemistress.

Contract:

Full-time, permanent contract. The first six months will be a probationary period.

Salary:

£29,610.39 per annum (based on a full time equivalent of £41,125 per annum).

[Find out more about Cloister](#)



The Role: Resident Matron (Cloister House)

Key Responsibilities

Main Duties:

- As part of the School pastoral team, carry out general duties as assigned by the Housemistress.
- Provide support, supervision and pastoral care for unwell pupils, including pupils in self-isolation.
- Foster a warm, homely, encouraging and welcoming atmosphere.
- Ensure bedtime routines are followed.
- Welcome and meet parents at key times.
- Coordinate and organise the girls' travel arrangements.
- Encourage high standards of appearance and personal hygiene.
- Help with House entertainments for girls, parents and staff eg dorm feasts, parents' drinks and parents' days.
- Run the House Dispensary and dispense simple medication, maintaining careful medical records - referring to and liaising with the Health Centre when necessary.
- Measure and weigh each girl regularly and check each girl termly for head lice or as required, keeping records and informing the Housemistress, other Resident Matrons and Health Centre if there is any cause for concern.
- Escort any girl to an appointment as required, or accompany a girl to the hospital in event of an emergency, ensuring there is cover if needed.
- Oversee the girls' clothes and carry out laundry.
- Run House Lost Property and check for lost property in School one day a week.
- Check on and help with the tidiness of the House.
- Report building faults to the Estates Department, prioritising urgency.
- Before the beginning of each term, prepare the House for the girls' arrival.
- After the end of each term, check the House so that it is tidy and organised for the cleaners.
- Run a 'shop' with basic supplies and arrange for the billing of girls, managing the stocks.
- Ensure valuable items are appropriately secure during the holidays, including overseas girls' possessions.
- Carry out administrative tasks as requested by the Housemistress.
- Carry out any other duties as commensurate with the role.



The Role: Resident Matron - Cloister

Person Specification

Specialist knowledge and experience

- Positive interaction with an understanding of the needs of young people.
- Strong IT skills: able to email, produce Word documents, use databases.

Communication

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

Interpersonal skills

- Ability to build rapport and establish effective and supportive relationships with colleagues and young people.
- Ability to put the needs of others first and look after their interests.

Resilience

- Ability to remain calm and motivated when faced with challenging behaviours or situations.

Organisation

- Ability to organise time effectively, prioritising workload and meeting deadlines.

Influencing

- Ability to convince others in a way that results in acceptance and behaviour change.

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
 - Permanent, full-time contract. The six months will be a probationary period.
- Appointment Date
 - April 2025 or earlier.
- Salary:
 - £29,610 per annum (based on a full time equivalent of £41,125 per annum).
- Accommodation
 - Rent-free accommodation is provided. Charges for utilities and cleaning (if applicable) are declared to HMRC as a taxable benefit on a P11D.
- Fee Remission:
 - Fee remission is available for daughter(s) who are eligible and meet the School's entrance criteria.
- Pension Scheme
 - The School offers membership of the School's 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 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 organise staff wellbeing and social events on a regular basis, which are well attended.

Follow us on social media:
@WycombeAbbey



Closing date: Tuesday 26 November 2024
Interviews: Monday 2 December 2024

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

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



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

