



WYCOMBE
ABBEY

Boarding House
Manager
(Upper Sixth)

September 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.

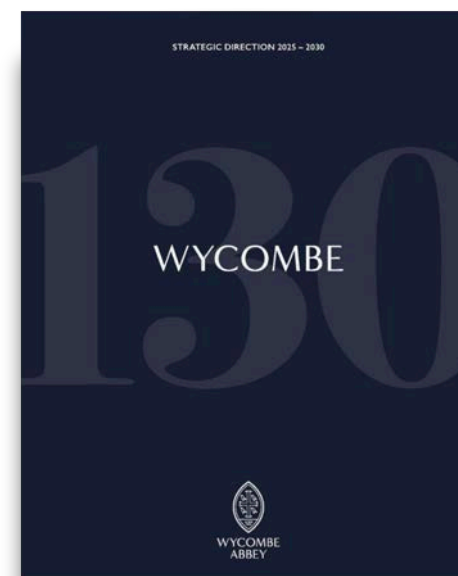
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

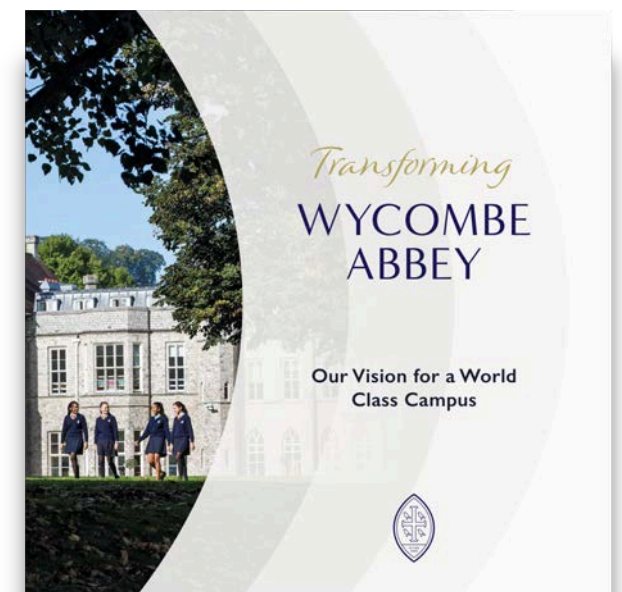
Mrs Jo Duncan
Headmistress



[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

- 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.
- 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.



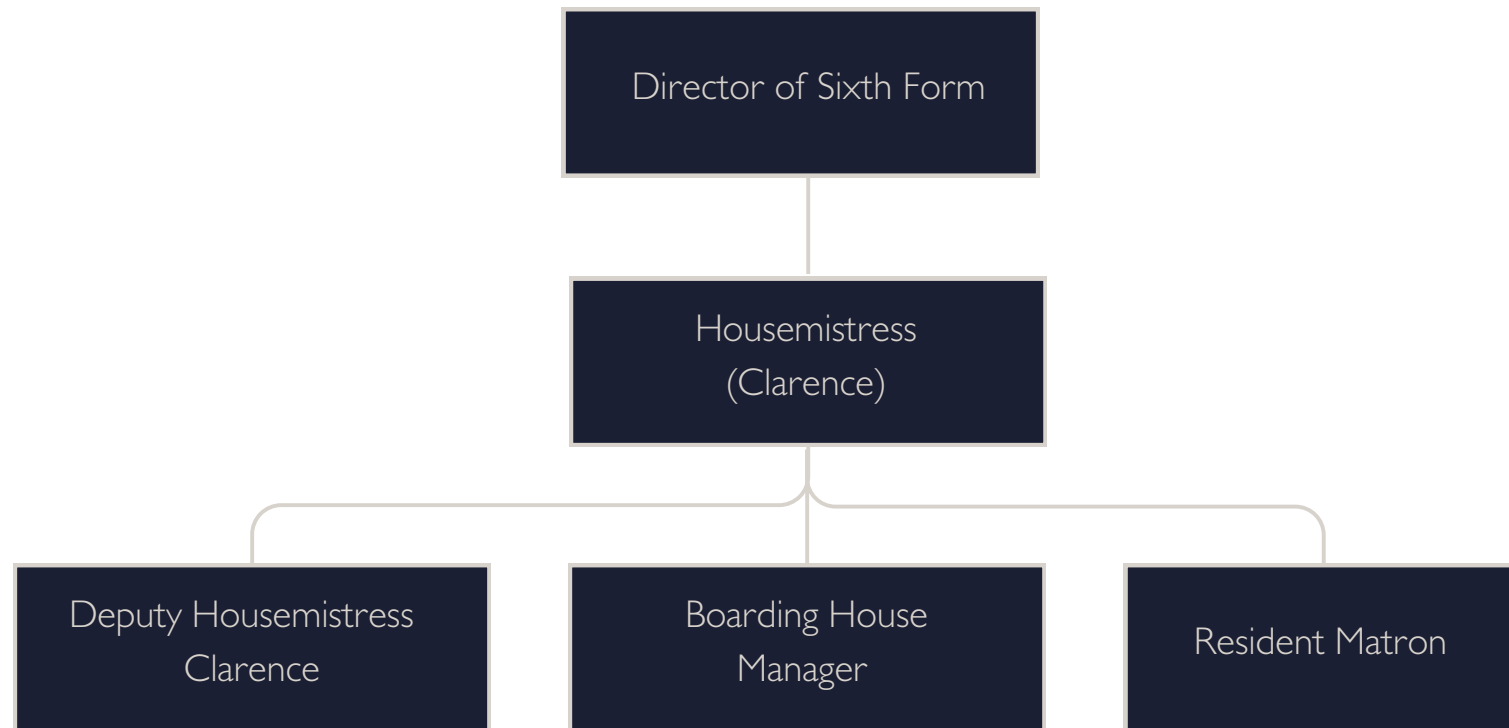
Examination Results
and University Destinations

2025

[Click to see results and destinations](#)



Welcome to Clarence



Boarding in the Sixth Form at Wycombe Abbey offers a unique experience. This role is based in our Upper Sixth (Year 13) boarding environment, Clarence House, and focuses on working with 17 and 18 year old pupils during their final year of School and preparing them for life beyond Wycombe Abbey. The postholder will work as part of the Clarence House boarding team and within the wider Sixth Form Team.

For our pupils, Clarence House represents the pinnacle of their experience at Wycombe Abbey. Life here is distinct from the School's other boarding houses, offering significantly greater independence and freedom, alongside a corresponding expectation of personal responsibility and accountability. The entire year group lives together, creating a strong sense of community, shared purpose and collective identity during their final year of School.

Pupils are organised into small groups of nine to twelve, each based in houses with single study-bedrooms and a shared central kitchen. This arrangement provides excellent preparation for the next stage of life, particularly the transition to university living and beyond, fostering both independence and collaboration. The opportunities within Clarence are extensive. Alongside achieving excellent A Level results, pupils develop vital life skills, including managing their own learning, maintaining a healthy lifestyle, achieving a balanced approach to work and leisure, and cultivating new interests and personal qualities. They do their own laundry, manage a budget, and cook for themselves, all the while supported by a dedicated team of House staff.

As the most senior pupils in the School, Clarence girls are expected to lead by example. They play a key role in setting the tone for the wider community, rising to the challenge of leadership and serving as role models for younger pupils.

The Role: Boarding House Manager (Upper Sixth)

Wycombe Abbey seeks to appoint a Boarding House Manager to provide outstanding pastoral care for the girls in Clarence House (Upper Sixth), to manage the administrative routines in the House and to be part of a team providing a relaxed, happy and caring environment.

Reports to:

Housemistress (Clarence)

Contract:

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

Hours of Work:

8.00am-4.15pm Mon-Fri and 8.30am-12.00pm on Saturday during Term Time plus 10 days during the Wycombe Abbey School holidays in agreement with the Housemistress (Clarence).

Salary:

£24,548 - £31,046 (£32,300 - £40,850 FTE), depending on experience.

Key Responsibilities

- Manage and maintain a homely and comfortable environment in Clarence, liaising with cleaning staff and the Estates team where necessary.
- Manage, oversee and administer all Clarence administration (including girls' absences, permission forms, house lists, registers etc.).
- Attend to unwell girls, liaising with the Health Centre where necessary.
- Dispense medication to pupils, including the logging of controlled medications and ensure such records are maintained carefully.
- Escort pupils to appointments as required or accompany a pupil to the hospital in the event of an emergency.
- Follow up reported absences from tutor time, lessons or other activities.
- Refer any concerns about girls' wellbeing, cleanliness and hygiene to the Housemistress or Deputy Housemistress.
- Complete a full, recorded handover at the end of the day.
- Coordinate pupils' arrangements for Short Leaves, Long Leaves and ends of terms.
- Maintain accurate records for pupils including those studying under a Child Student Visa.
- Manage the administration of UVI Study Leave arrangements, including parental communications.
- Manage and oversee food orders (including distribution to houses), maintenance checks and stationery checks.
- Administer the procurement of House supplies and submit House credit card receipts to the Bursary.
- Liaise with the cleaning staff to ensure the house is tidy and welcoming, including at the end and beginnings of terms.
- Ensure compliance with health and safety protocol (including testing fire alarms).



The Role: Boarding House Manager (Upper Sixth)

Key Responsibilities continued

- Meet with and contact parents as necessary.
 - Support the team with marketing the Sixth Form to internal and external families, including tours of the House and attending relevant events.
 - Assist with the organisation of Clarence events, liaising with the Director of Sixth Form, Housemistress (Clarence) and Deputy Housemistress (Clarence) as necessary.
 - Liaise with School staff and external companies as appropriate.
 - Attend events where appropriate to support UVI girls, as part of the Clarence team.
 - Oversee the logistics of LVI and UVI pupils departing for primary placements, including registering girls before departure and checking they are appropriately dressed for their activities and have necessary medications with them.
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Person Specification

Specialist Knowledge and Experience

- Proven ability to interact positively with young people and to understand their needs.
- Confidence to raise concerns about the physical and mental wellbeing of girls to the relevant person.
- Strong IT skills: able to email, produce Word documents, MS Forms, uses databases.

Communication

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

Interpersonal skills

- Proven 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.
 - A sympathetic nature and ability to create an inclusive and caring culture.
 - Proven ability to remain calm and motivated when faced with challenging behaviours or situations.
 - Ability to organise time effectively, prioritising workload and meeting deadlines.
 - Ability to convince others in a way that results in acceptance and behaviour change.
 - Willingness to be proactive and to actively seek the solution to problem.
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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 three months will be a probationary period.
- Appointment Date
 - September 2026.
- Salary
 - £24,548 - £31,046 (£32,300 - £40,850 FTE), depending on 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, 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: 26 May 2026
Interviews: 3 June 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.

