



Resident Matron

April 2019

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world-class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for over 120 years. We are committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 170 acres, our school has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Café and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 629 pupils, ranging from 11 to 18, 574 are full boarders and 189 are in the Sixth Form. The majority of our girls come from within a two-hour radius of London; other boarders travel from further afield nationally and internationally. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 95 per cent of all GCSE entries being graded A*-A. At A level, 84 per cent were A*-A. Almost one third of last year's leavers went to Oxbridge and a number went to US universities including Yale, Tufts, Johns Hopkins and UPenn.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex which is akin to a university hall of residence.

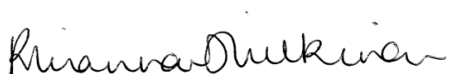
Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached a significant number of national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, management and leadership conferences and other social and academic events throughout the year. MUN is thriving at Wycombe Abbey.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened a brand new café and two new state-of-the-art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to redevelop significant teaching and learning areas in the Abbey building.

Our Strategic Development Plan is a five-year guide and we are committed to whole staff participation in the design and fulfilment of our strategic intents. A significant number of committees and working parties have been established to enable wider participation in leadership, management and development of our School. Our first sister school opened in Changzhou in 2016 and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group and in annual inspections. We hope to open other Wycombe Abbey International Schools in South East Asia in the near future.

Exciting times are ahead!



Rhianon J Wilkinson MA (Oxon) MEd
Headmistress

BOARDING AT WYCOMBE

Boarding is the key to our continued success. The School has a culture that stimulates and inspires throughout the day, seven days a week, empowering girls to achieve their best, academically and socially. In our happy and close community, each girl is known, and cherished, as an individual. Consequently every girl's potential, whatever that might be, is explored and fulfilled.

There are nine Senior Houses which each cater for 50-60 girls in Years 8 to 12. The Housemistress has the overview of each girl's personal and academic development, along with the Assistant Housemistress and the House Team, and is key to the success of our boarding ethos. Working with the house team, the Assistant Housemistress is responsible for ensuring a safe and comfortable environment in which pupils can both study and enjoy relaxation.

In addition there are two transition Houses: Junior House, for all Year 7 girls (up to 70 girls), which has a Housemistress leading a team of six, and the Upper Sixth House, Clarence (80-85 girls) run by the Director of Sixth Form.

The Health Centre is staffed 24 hours a day by well qualified nurses. They are always on call to give medical assistance as are the School Doctors. They are key members of the pastoral team both for the girls and the whole staff, as is the Chaplain.

The Houses are small enough for each girl to be known and to appreciate that she is a vital and integral part of the community; warmth, support and great friendships are at the core. The ethos of caring for one another starts here and spreads naturally across the whole School.





ROLE DESCRIPTION

The Resident Matron works under the guidance of the Housemistress and the Assistant Housemistress to oversee the personal development and wellbeing of each girl.

This is a residential post during term time plus sufficient time at the beginning and end of term to ensure that the house is fully prepared.

We seek warm, caring and highly organised team members, with excellent communication skills who will provide a welcoming presence for both pupils and parents. The post-holder will be a point of contact for parents in the absence of the HM and will be confident in developing that relationship.

The Resident Matron will follow the established systems and routines in the House. Core responsibilities will include:

- Providing a welcoming presence for all pupils, parents and staff
- Supervision of waking and bedtimes
- Providing care during sleeping hours to any girl who wakes
- Carrying out administrative tasks relating to the running of the House
- Organising routine health and welfare arrangements such as medical appointments
- Attending and supporting House events
- Ensuring that domestic arrangements in the House run smoothly and carrying out some routine domestic tasks.
- Carrying out duties within the boarding House and provide pastoral care for pupils

PERSON SPECIFICATION

The successful applicant is likely to possess:

- ◆ Knowledge and understanding of the boarding environment.
- ◆ An understanding of the expectations of the parents and the School.
- ◆ Warmth, empathy and understanding.
- ◆ Previous experience working with teenagers. Experience within a residential role is an advantage.
- ◆ Excellent communication skills for dealing with pupils, parents and staff.
- ◆ A proven ability to build a positive and collaborative rapport with pupils and staff alike.
- ◆ Proven ability to organise time effectively, prioritise workload and meet deadlines.
- ◆ The ability to adapt to changing demands and conditions whilst maintaining a positive outlook.
- ◆ Confidence in the use of Microsoft Office software including Word, Excel and Outlook as well as the ability to adapt quickly to using new database software.
- ◆ A “can-do” attitude and a willingness to be involved with any aspect of the smooth running of the boarding house.
- ◆ Excellent administrative skills.
- ◆ An appreciation of the aims and ethos of Wycombe Abbey.





THE BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to 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 Grammar Schools for boys and girls 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 new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent, full-time contract over 52 weeks.

APPOINTMENT DATE

April 2019.

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

ACCOMMODATION

You will be provided with School accommodation within the boarding house.

PENSION SCHEME

All eligible staff will be enrolled automatically within the School's pension scheme.

DEATH IN SERVICE COVER

Members of the pension scheme have life cover at x 2 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

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 the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on Monday 25th January. Interviews will be held on Wednesday 6th March.

Please submit a completed application form, which you will find on our website, as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Miss K Scorer, HR & Payroll Officer:
scorerk@wycombeabbey.com



www.wycombeabbey.com