



Executive Assistant  
to the Board of  
Wycombe Abbey International



# Vacancy Information

Wycombe Abbey  
High Wycombe  
Buckinghamshire  
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# Executive Summary



Wycombe Abbey has been at the vanguard of the current move by schools to develop their brand overseas. In September 2016, the School entered into its first partnership to launch a school in China. Wycombe Abbey School Changzhou is a coeducational day and boarding school educating 1,200 girls and boys from kindergarten to 18 years old, within a magnificent, modern educational setting. The school operates independently of Wycombe Abbey but the two schools share traditional values, teaching methodology and the same vision for providing an outstanding education. Wycombe Abbey School Hong Kong, a co-educational primary school, opened in September 2019 and plans are at an advanced stage for the opening in September 2021 of two purpose-built campuses for new co-educational schools for pupils from kindergarten through 18 years old in Hangzhou and Nanjing. The intention is that other Wycombe Abbey Schools in Greater China will follow.

The Board of Wycombe Abbey International now seeks a highly organised Executive Assistant to facilitate the planning and delivery of projects to support the international development strategy of the School.

The appointed candidate will have excellent interpersonal and communication skills with a proven track record in a busy and demanding equivalent administrative role. Excellent copywriting and proofreading skills are essential and some appreciation of the principles and practices of education and marketing are desirable.

The Executive Assistant to the Board of Wycombe Abbey International reports to the Chairman of the Board with dotted line responsibility to the Headmistress. The role will be based in High Wycombe.

This is a whole school role and a flexible attitude to working hours is essential. The appointed candidate will be required to work out of hours from time to time, particularly given the need to liaise with teams in China.

## WELCOME FROM THE HEADMISTRESS

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for 640 girls and we are committed to the development of each one. Built on the firm foundation of more than 120 years of educating young women, our vision is to provide a world-class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

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.

We were delighted with this year's A level results. The UVI girls achieved 31.0% at A\* and 79.3 % A\*-A grades. Most importantly the vast majority of the UVI are heading off to top ranking universities to study a fantastic range of courses. 4 girls have met their offers to read Medicine/Veterinary Medicine, 4 to read Law and 10 girls are to read Natural Sciences/Engineering/Mathematics. 17 girls are heading off to Oxford and Cambridge, and 6 girls will start at US universities this year including Duke, Georgetown, Carnegie Mellon, Pomona, UCLA and Brown. At GCSE, we achieved 86.8% at A\* and 97.4% A\*-A grades. There were some superb individual performances. The vast majority of last year's UV are continuing into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The values of mutual respect, encouragement and trust 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, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a leading-edge sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, excellent teaching facilities and our Courtyard Café. We are constantly improving and developing our top-class estate; we are committed to refurbishing much of our boarding accommodation and we are constantly upgrading and renewing our teaching and learning areas.

Wycombe Abbey's outstanding reputation for excellence is built very much on the dedication and skills of our staff. 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 variety of opportunities to develop professionally in a supportive team and wonderful working environment.

Thank you for your interest in joining the team here at 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



## PERSON SPECIFICATION

### Specialist Knowledge and Experience

- Previous experience in an equivalent administrative role.
- Excellent verbal and written communication skills.
- Some appreciation of the principles and practices of education and marketing are desirable.
- Excellent copywriting and proofreading skills.
- Ability to use software tools such as Photoshop and MS Office including Word, Excel, Publisher or similar.

### Communication skills

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting one's style to suit the audience.

### Organisational skills

- Ability to remain calm under pressure, organise time effectively, create work schedules, prioritise workload and meet deadlines
- Ability to organise and prioritise work, meet deadlines and work effectively under pressure An understanding of the priorities of an educational establishment.

### Interpersonal skills

- Ability to develop effective and supportive relationships with Council members, staff, parents and pupils.
- High levels of professionalism and integrity.
- Ability to respect confidentiality.
- Ability and willingness to work enthusiastically as a member of a team within prescribed guidelines and on own initiative.

### Flexibility

- The ability to adapt successfully to changing demands and conditions.

### Special conditions

- This appointment will be subject to an Enhanced Level Disclosure and Barring Check.







## THE BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-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 full-time, permanent contract. The first six months of the contract will be a probationary period.

### APPOINTMENT DATE

As soon as possible.

### HOURS OF WORK

Full time, 52 weeks per annum. Flexibility is required in order to accommodate the demands of this post therefore occasional evening and weekend work will be required.

### SALARY

Competitive, dependent on experience.

### 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 support staff.

### 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 4 November 2019.

Please submit a completed application form (available on our website under 'Vacancies') as soon as possible, together with a covering letter addressed to the Chairman of the Board of Wycombe Abbey International, Mr Patrick Sherrington, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed Mrs J Wetenhall, HR Manager:

[wetenhallj@wycombeabbey.com](mailto:wetenhallj@wycombeabbey.com)





[www.wycombeabbey.com](http://www.wycombeabbey.com)