



WYCOMBE  
ABBEY

Admissions  
Coordinator

Start Date: August 2025

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.

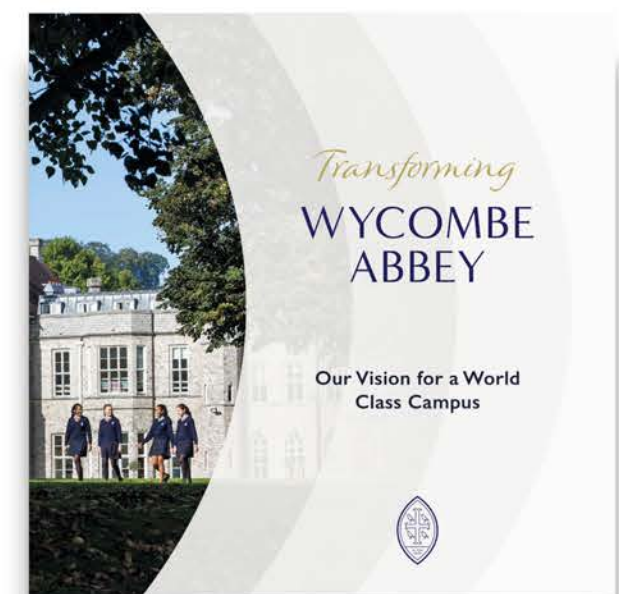
Mrs Jo Duncan  
Headmistress



[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.

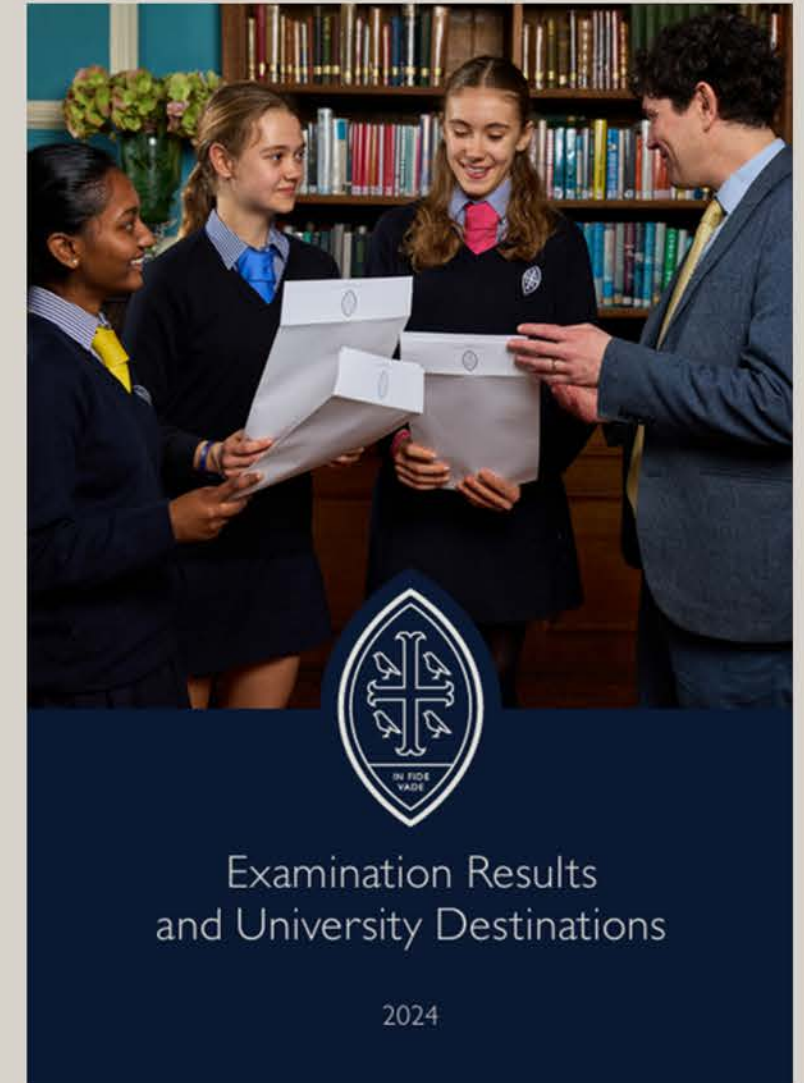
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## 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.
- 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.
- Prep School Fee Remission is available with selected preparatory schools for children who are eligible and meet the relevant entrance criteria .
- 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.



# Admissions at Wycombe Abbey

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Wycombe Abbey seeks to appoint an Admissions Coordinator to join our Admissions department. Wycombe Abbey is a world class school and therefore attracts significantly more enquiries than there are places. It is the role of the Admissions department to manage this large volume of enquiries efficiently, with warmth, skill and an unrivalled level of service. Our aim is to ensure that all prospective pupils and their families form a positive impression of the School, whether or not their application is successful.

The Admissions Coordinator provides general administrative support and assists in the smooth running of the admissions process, with a particular focus on parent visits and experiences, and the pupil transition programme.

The ideal candidate will be a highly experienced administrator who is looking to be actively involved in a professional and busy school community. The role requires outstanding customer service levels, meticulous attention to detail and organisational skills, an excellent telephone manner and exceptional written communication skills. Database experience, an ability to work quickly and accurately under pressure and to multitask across all aspects of administration is essential.

The successful candidate will have a keen understanding of outstanding, luxury customer service and an appreciation for independent education in general and the benefits of boarding in particular.

[Click here to find out more about Admissions  
at Wycombe Abbey](#)



# The Role: Admissions Coordinator

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**Reports to:**

Director of Admissions.

**Contract:**

This is a full-time, permanent contract. The first six months will be a probation period.

**Hours of work:**

37.5 hours per week, Monday to Friday, 52 weeks per year. Working hours include some evening and weekend work to support Admissions events.

**Salary:**

£26,000 - £30,000 per annum, depending on skills and experience.

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## Key Responsibilities

**Enquiry Management**

- Be the first line of prompt, friendly and efficient response to all initial enquiries by telephone, email or in-person.
- Build rapport with enquirers from the first point of contact and learn as much as possible about the girl's strengths and interests in order to inform the later stages of the admissions process.
- Act as a brand champion and ensure brand guidelines are implemented across all School communications.
- Enter enquiries onto the admissions database, manage records, ensure that correspondence and documentation is correctly received, acknowledged and filed and that the database is kept constantly up-to-date.
- Undertake regular and timely follow-up to all enquiries, visits and applications to meet minimum response times.
- Work with the Admissions Manager to keep in touch with families who have enquired some time ahead of their daughter's planned admission to Wycombe Abbey so that they develop a positive impression of the School and all it offers.
- Process pupil applications, obtain pupil references, and work with the team to validate an applicant's eligibility (including checks on the validity of documentation, as necessary).
- Cascade information in a timely manner about pupils to colleagues, including Academic staff, Finance, Catering and the Health Centre.
- Liaise closely with relevant staff with regards to the smooth transition/induction of new families and support arrangements for new starters.

**Open Days**

- Encourage families who have shown an interest in Wycombe Abbey to register to attend an Open Morning.
- Manage Open Morning reservations through the admissions database.
- Work closely with colleagues to ensure the smooth running of Open Mornings, taking on specific responsibilities as directed by the Director of Admissions.
- Attend the Open Mornings (held on Saturdays) and other weekend Admissions events held throughout the year.



# The Role: Admissions Coordinator

## Parent Visits and Experiences

- Take the lead on arrangements and tour diary management for prospective pupil visits and induction days.
- Proactively target those who haven't yet visited, and arrange bespoke visits where required.
- Liaise with the Headmistress' Executive Assistant to arrange appointments for prospective families to see the Headmistress and tour the School.
- Plan in-depth for each visiting family and organise relevant and informative school tours, inviting and meeting with key staff as appropriate.
- Provide inspiring and informative school tours for families who are unable to attend open events (where appropriate), demonstrating an understanding of selling skills and the ability to tailor the Wycombe Abbey experience to prospective families' needs.
- Prepare and maintain packs of literature and merchandise for prospective families.
- Arrange meetings globally to align with our international strategy and to maximise engagement for the Head, Director of Admissions and other staff as required.

## Assessment

- Assist with the administration of the Assessment and Scholarship days for all points of entry to the School (11+, 13+ and Sixth Form, and, occasionally, 12+ and 14+).
- Assist with the preparation and coordination of letters and mailings following the Assessment days.

## 13+ Deferred Entry and Pupil Transition

- Work with the Director of Admissions to establish and maintain a programme of pro-active activities and events designed to optimise the transition to Wycombe Abbey for girls holding deferred places.

## Feeder Schools

- Develop an excellent working knowledge of Wycombe Abbey's feeder schools at 11+, 13+ and Sixth Form, building effective relationships with key staff to ensure the smooth running of the assessment process and the sharing of relevant information regarding prospective pupils.
- Take responsibility for administering regular mailings to feeder schools so they remain up-to-date with developments at Wycombe Abbey and their former pupils' achievements.
- Maintain an accurate database of details regarding feeder schools.

## Events

- Represent Wycombe Abbey at both internal and external events, in and out of office hours as required.
- Undertake appropriate follow-up after events to nurture new connections and build on existing relationships.



# The Role: Admissions Coordinator

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## Person Specification

### Interpersonal Skills

- Ability to build rapport and communicate persuasively with people of different backgrounds.
- A customer-focused approach.
- A commitment to engaging with a wide range of stakeholders including current and former pupils, parents, staff and all others with a connection to the School, understanding their needs and priorities.

### Team Working

- Ability to work as part of a small team, taking initiative, working under pressure and sharing workload with colleagues as the situation demands.

### Communication

- Ability to listen and engage with people both in person and on the phone with warmth, diplomacy and discretion.
- A clear and accurate written style.

### Creativity

- Ability to adapt to new situations and address problems from new perspectives.

### Reliability and Resilience

- Attention to detail, deadlines and budgets; accuracy; persistence in following through multiple projects over long periods and the willingness to persevere to achieve agreed goals.

### Engagement

- An understanding of and belief in, the aims and ethos of independent education in general, and single-sex and boarding schools in particular.

### Digital Literacy

- A high level of competence in standard office software (word-processing, presentation and spreadsheet packages).
- A proven understanding of, and ability to interpret, databases and their use in customer relationship management.

## Experience and Knowledge

### Essential

- At least two years' experience working within an Admissions environment.
- Experience of being 'front of house'.
- Experience of best practice in customer-focused administrative processes.
- Understanding of the importance of superb customer service.

### Desirable

- Awareness of the broader issues involved in working within an educational environment.
- Experience with CRM / MIS software.

## 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, permanent contract.
- Appointment Date
  - August 2025.
- Salary
  - £26,000 - £30,000 per annum, depending on skills and experience.
- Holiday:
  - 30 days paid holiday per annum, excluding bank holidays.
- School Fee Remission
  - Fee remission is available subject to the usual entry requirements and space being available.
- Prep School Fee Remission
  - Fee remission is available with selected preparatory schools for children who are eligible and meet the relevant entrance criteria.
- 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.
- 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: 18 May 2025  
Interviews: 29 May 2025

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

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

[Apply Now](#)



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