WYCOMBE ABBEY

Foundation Manager

July 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.

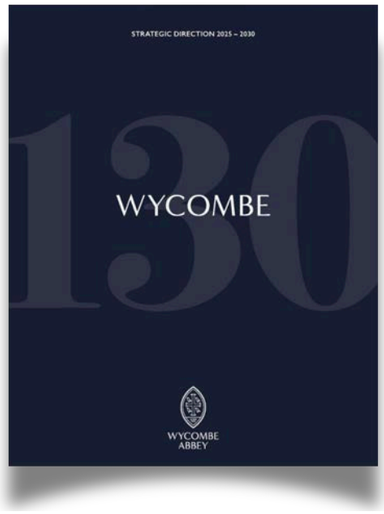
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

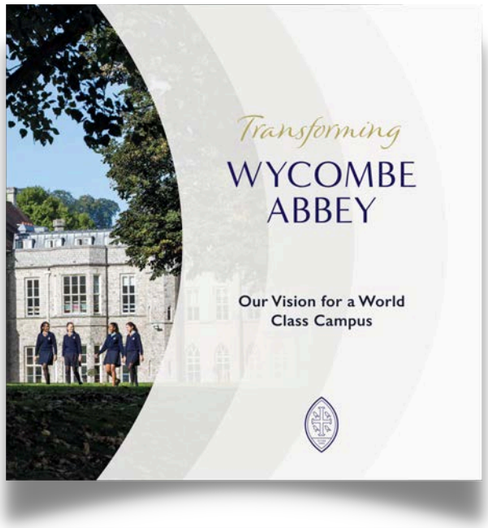
Mrs Jo Duncan
Headmistress



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.

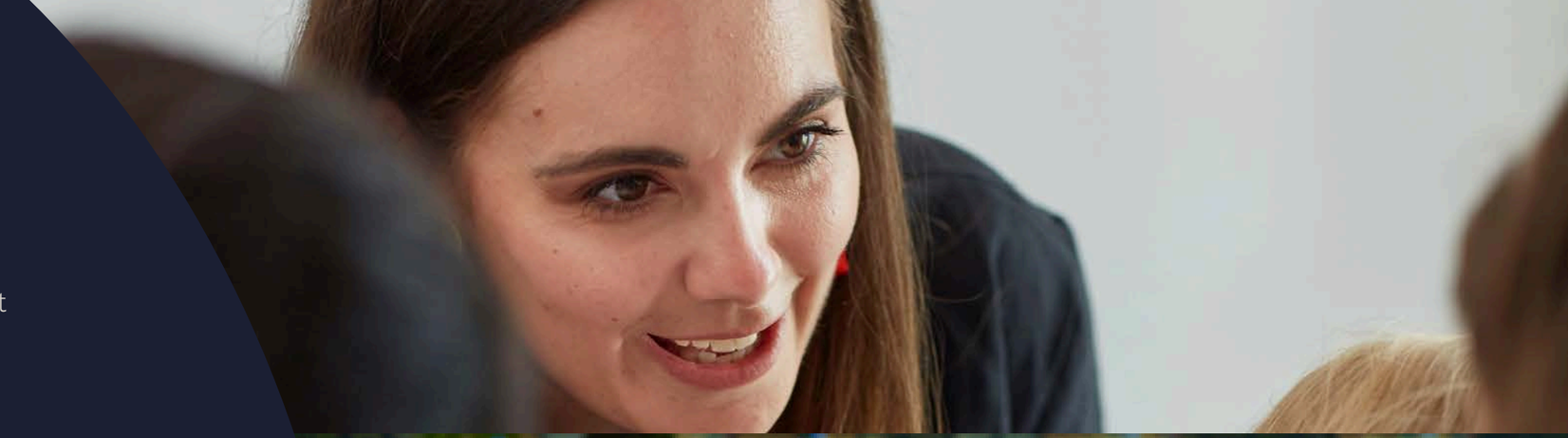
Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

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.

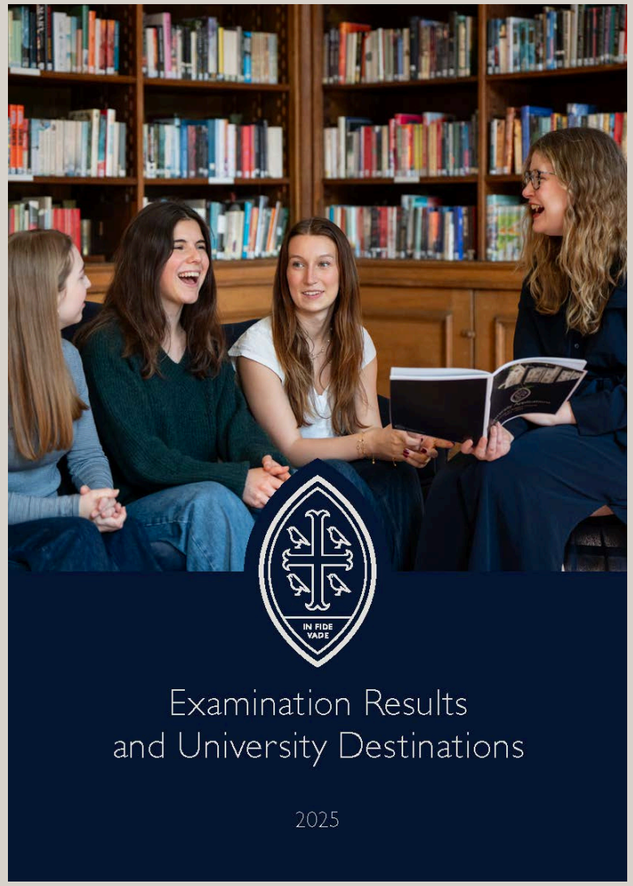
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

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.
- Provision of laptop during tenure at the School.
- 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.



Click to see results and destinations

The Role: Foundation Manager

The Wycombe Abbey Foundation, formally established last year, has a clear strategy focused on deepening engagement and growing philanthropic support for the School. Working as part of a small, collaborative team of four, the Foundation Manager will play a key role in helping to shape and deliver this work. You will be part of a team at a formative stage, building systems, relationships and momentum, with the opportunity to contribute ideas, take responsibility and gain valuable experience in establishing a successful development operation within a leading independent school.

Reports to:
Foundation Director (Philanthropy).

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

Hours of Work:
37.5 hours per week on a flexible basis over 52 weeks.

This is a whole-school role, and a flexible attitude to working hours is needed, as you will be required to work 'out of hours' from time to time.

Holiday:
30 days per annum, plus bank holidays.

Salary:
£33,150 - £44,850, depending on experience.

Foundation Office



The Role: Foundation Manager

Key Responsibilities

Fundraising

- Manage and solicit philanthropic support within an agreed level of responsibility, working in line with priorities and guidance from the Foundation Director (Philanthropy).
- Build and steward relationships with donors and prospective donors, ensuring thoughtful engagement and consistent follow-up.
- Support the Foundation Director (Philanthropy) and senior leaders in the cultivation, solicitation and stewardship of higher-value and major gift prospects, with involvement tailored to the needs of each relationship.
- Take responsibility for the planning and delivery of a Giving Day, working with colleagues to ensure effective coordination, engagement and follow-up.
- Contribute to the ongoing development of the donor pipeline through effective stewardship and progression of supporters.
- Take day-to-day responsibility for the management of the School's legacy society, ensuring members are appropriately stewarded and engaged.
- Support sensitive and appropriate communication with legacy supporters, in line with agreed messaging and best practice.

Alumnae Relations

- Take operational responsibility for the planning and delivery of alumnae engagement activity, with a particular focus on events that encourage participation, connection and long-term involvement with the School.
- Oversee the delivery of alumnae communications and publications, working with colleagues to ensure content is accurate, timely and supports engagement objectives.
- Maintain and develop positive relationships with alumnae across different generations, supporting initiatives that strengthen affinity and encourage ongoing engagement.
- Represent the Foundation Office appropriately at alumnae events and activities, working alongside senior colleagues where required.

Donor Stewardship and Engagement

- Ensure appropriate and timely stewardship for donors and supporters, ensuring a positive and professional experience.
- Prepare donor information, correspondence and supporting materials to aid meetings, events and ongoing engagement.
- Work with colleagues to ensure donors are informed about the impact of their support and remain connected to the School's priorities.



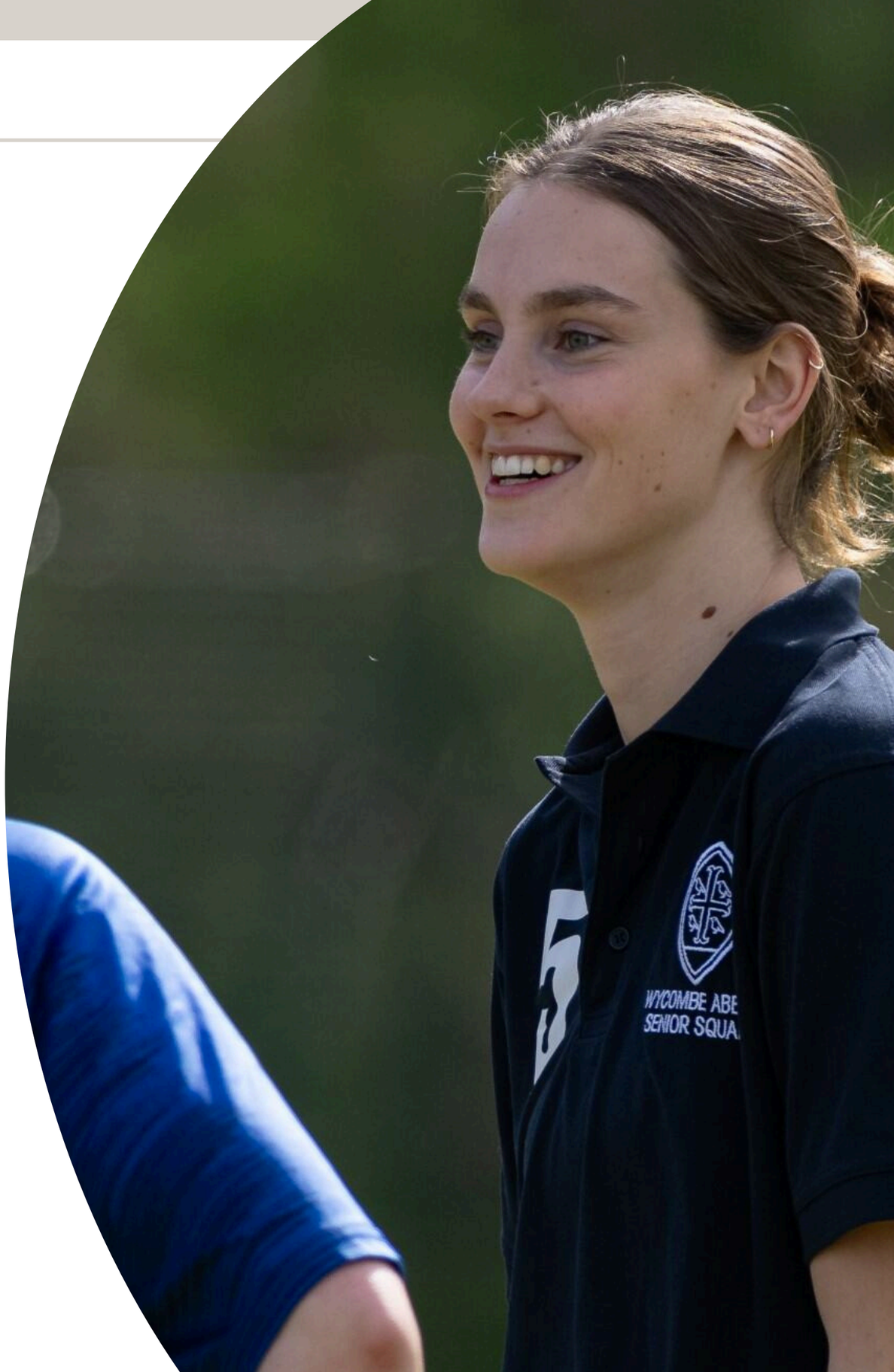
The Role: Foundation Manager

Data and Compliance

- Use the School's development database confidently and accurately to support alumnae relations and fundraising activity.
- Work closely with the Foundation Administrator to ensure records are maintained to a high standard and support effective relationship management.
- Maintain an appropriate awareness of data protection, confidentiality and ethical fundraising principles, following agreed policies and procedures.

Team Contribution

- Work flexibly as part of a small, developing team, contributing ideas, initiatives and support as priorities evolve.
- Build strong and effective working relationships with colleagues across the School to ensure joined-up engagement and communication.
- Support the smooth day-to-day operation of the Foundation Office and contribute to its continued growth.
- Commit to being a positive role model for colleagues, cultivating a professional work environment based upon mutual respect, inclusivity and personal and professional growth.
- Carry out any other reasonable activity in support of the work of the Foundation Office and as requested by the Foundation Directors.



Person Specification

Specialist Knowledge and Experience

- Experience with The Raiser's Edge NXT database, Microsoft Dynamics CRM or similar CRM database, with the ability to use data effectively to support relationship management and segmentation.
- Excellent research skills, including a high level of attention to detail and accuracy.
- Excellent verbal and written communication skills.
- Experience cultivating and soliciting modest philanthropic gifts, with confidence in donor-facing conversations and discussing philanthropic support with alumnae and supporters
- Demonstrable understanding of fundraising and education development principles.
- Very good relationship management skills, with the ability to develop constructive working relationships across the team and the wider School community, including alumnae, parents, donors, colleagues and volunteers.
- Sound understanding of alumnae relations.
- Experience developing and implementing fundraising materials and events strongly desirable, with the ability to plan and deliver engagement activities end to end.
- Proficiency in MS Office including Word, Excel, PowerPoint and SharePoint. Experience with design software, such as InDesign, highly desirable.
- An appreciation for and understanding of the priorities of an independent educational establishment.

The Role: Foundation Manager

Interpersonal Skills

- Proven ability to develop effective and supportive relationships with a variety of stakeholders, including confidence working with senior staff and high-engagement alumnae.
- High level of professionalism and integrity.
- Discretion and respect for confidentiality.
- Experience of communicating confidently and effectively at all levels, both internally and externally.

Organisational Skills

- Excellent project management skills.
- Excellent organisational skills: ability to organise and prioritise work, meet deadlines and work effectively under pressure.
- Ability to manage multiple concurrent events, communications and stewardship activities with accuracy and attention to detail.

Teamworking

- Enthusiastic and proactive, a team player whilst retaining ability to work under own initiative.
- Willingness to contribute to a small, collaborative team environment and support colleagues during peak activity periods.

Flexibility

- Ability to adapt successfully to changing demands and conditions, and confidence managing dynamic fundraising or stakeholder situations.



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. The first three months will be a probationary period.
- Appointment Date
  - July 2026.
- Salary
  - £33,150 - £44,850 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.



disability confident COMMITTED

Follow us on social media:
@WycombeAbbey

Closing date: 26 May 2026
Interviews: 9 June 2026

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

Apply Now

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

We are a Disability Confident Committed Employer.

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