



WYCOMBE
ABBEY

Clerk to Council

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.

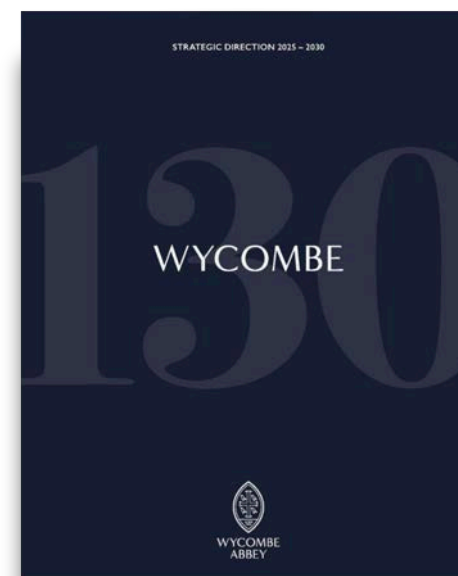
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

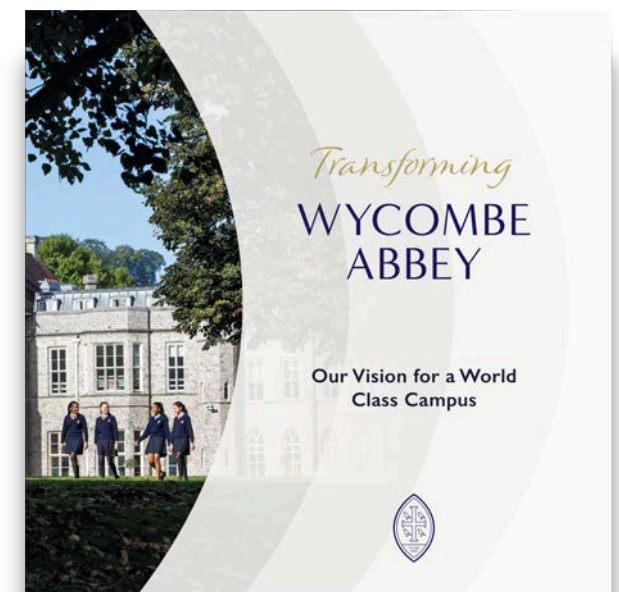
Mrs Jo Duncan
Headmistress



[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.
- 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.



Examination Results
and University Destinations

2025

[Click to see results and destinations](#)



The Role: Clerk to Council

Wycombe Abbey seeks to appoint a Clerk to Council to provide independent advice, guidance, and support to members of Council on a range of matters relating to governance and procedure.

Reports to:

Chair of Council. The Clerk will work closely with the Bursar on a day-day basis.

Contract:

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

Hours of Work:

A total of 600 hours across the year (approx. 0.36 FTE), predominantly during term time. This role requires the post holder to adopt a flexible approach to working hours to match the rhythm of Council business. They must also be able to attend all meetings of Council, its committees and subsidiaries. Meetings are usually held at the School, or occasionally in London, but the successful candidate will be able to work from home or the School at other times.

Holiday:

30 Days plus Bank Holidays (Pro rata).

Salary:

Commensurate with the skills and experience of the successful candidate.

Key Responsibilities

General Governance:

- Advise Council on the regulatory framework (i.e. relevant acts, regulations, and protocols).
- Ensure that the Governing Instrument meets the needs of the School and advise Council of appropriate or necessary amendments.
- Ensure that appropriate Terms of Reference exist for Committees and Working Groups and are reviewed as appropriate.
- Oversee occasional audits of governance (either internal or external), as instructed by the Chair.
- Ensure utmost confidentiality is maintained in relation to all Council matters.
- Provide consistent and accurate legal, professional and governance advice to Council, its committees and subsidiaries.
- Proactively advise Council on governance, relevant legislation and procedural matters, and where new legislative or procedural changes are being considered at the earliest stage in their introduction.



The Role: Clerk to Council

- Act as the first point of contact for Governors with queries on statutory, procedural and Council matters.
- Ensure that all Governors are aware of their statutory responsibilities as Directors and Trustees, especially their responsibility for the safeguarding of all pupil sat the School and ensure that statutory policies are in place and are revised when necessary.
- Access appropriate legal and professional advice, support, and guidance, and where necessary seek advice and guidance from third parties on behalf of Council.
- Research, share and offer advice on best practice in governance, including on committee structures and self-evaluation.

Administration of Council and Committee business:

- Establish and administer regular meetings for Council and its Committees across an annual cycle.
- Liaise with the Chair of each meeting and appropriate School staff to prepare a focused agenda and follow up on actions agreed.
- Coordinate production of papers and preparation of briefing packs ensuring these are distributed in line with agreed timeframes.
- Draft minutes of all meetings, ensuring respective Chairs agree for inclusion as draft minutes in next set of papers.
- Organise and make appropriate arrangements for the establishment of any panels of Council that may from to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).
- Maintain and update the Council area of the School website and SharePoint site.
- Arrange Council Away days, formal dining and other events in conjunction with the Bursar' and Headmistress' offices.
- Assist with arrangements for visits by Link Governors, Safeguarding Governor and ad hoc visits by Council members.
- Provide ad hoc administrative support to the Chair of Council when required.

Recruitment and Induction of all new Governors (in conjunction with the School's Human Resources function), including:

- Support the Nominations & Governance Committee in the recruitment and retirement of Council members.
- Maintain a succession planning matrix and identify skills gaps.
- Liaise with HR over appropriate vetting checks, including formal identity checks, right to work in UK checks, DBS disclosure check or equivalent, and Prohibition from Management of Independent Schools check.
- Ensure the completion of declarations of responsibilities/interests, or similar documents.
- Register of new Governors with Companies House (as Directors) and the Charity Commission (as Trustees).
- Induct and train of new Governors to meet all regulatory requirements and the needs of Council.



The Role: Clerk to Council

Training of Governors:

- Organise appropriate training for Council (collectively) and all Governors (individually) and record such training.
- Disseminate of governance best practice and liaise with organisations such as AGBIS (Association of Governing Bodies of Independent Schools).

Subsidiary Companies and Other Related Entities:

- Where required, extend the principles and responsibilities of the role to the Subsidiary Companies of the School.
- Where required, extend the principles and responsibilities of the role to the Wycombe Abbey Foundation.

General:

- Take part in such staff training as may be required.
 - Be contactable at mutually agreed times.
 - Promote the safeguarding and welfare of the pupils and young people as set out in the School's Safeguarding and Child Protection policy.
 - Undertake such other tasks relevant to the work or needs of the School as these needs arise and as may be reasonable requested.
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Person Specification

Specialist Knowledge and Experience

- A strong educational background, ideally to at least degree level.
- Previous experience working as a Clerk to a Board of Trustees or as a Company Secretary in a commercial environment is desirable.
- Charity knowledge, gained within a school or other non-profit making organisation is desirable.
- An interest in and knowledge of company law and/or governance.
- Working knowledge of Data Protection legislation.
- Excellent administrative, numeric and IT skills (Microsoft office essential).

Relationships and Advice

- Ability to develop immediate, lasting, and trustworthy relationships.
- Must have the confidence and verbal reasoning skills to influence colleagues at the highest level.
- Absolute integrity with the ability to maintain confidentiality and remain impartial.
- Dedicated team-player, who strives for excellence and leads by example.

Communication

- Excellent communication skills, both verbally and in writing, adapting style to suit the audience.
- Communicates with gravitas, positivity and diplomacy.
- Ability to listen, record and produce accurate minutes of meetings.
- Pro-active in advising colleagues of key information and the status of tasks.



The Role: Clerk to Council

Attention to detail

- Ability to read, understand and process large volumes of information.
- High level of accuracy and attention to detail.
- Well-developed problem-solving skills.

Organisation

- Highly self-motivated; able to use initiative and to work alone without direction.
- Strong organisational and time management skills, with a proven track record for meeting targets and deadlines.
- Ability to combine high level tasks with more mundane ones.
- Ability to perform well and remain professional whilst under pressure.

Flexibility

- Adaptable and flexible with working patterns as required, including ability to attend evening or weekend meetings.
 - Ability to successfully adapt to changing demands and conditions.
 - Practical and pragmatic, with an 'can do' attitude.
 - Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development.
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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.

[Find out more about our Governing Council](#)



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
 - Commensurate with the skills and experience of the successful candidate.
- 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: 2 June 2026
Interviews: w/c 15 June

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.

