



WYCOMBE
ABBEY

Custodian

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.

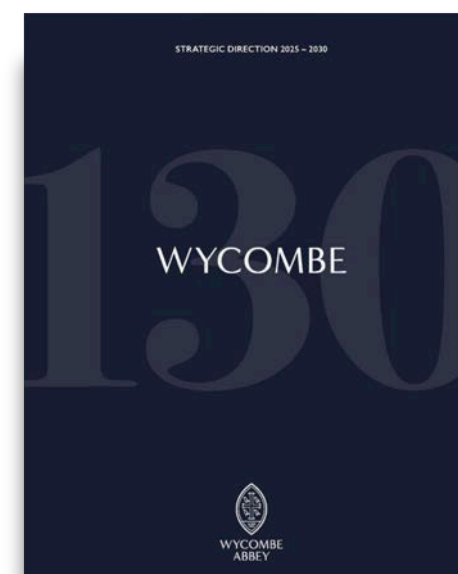
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

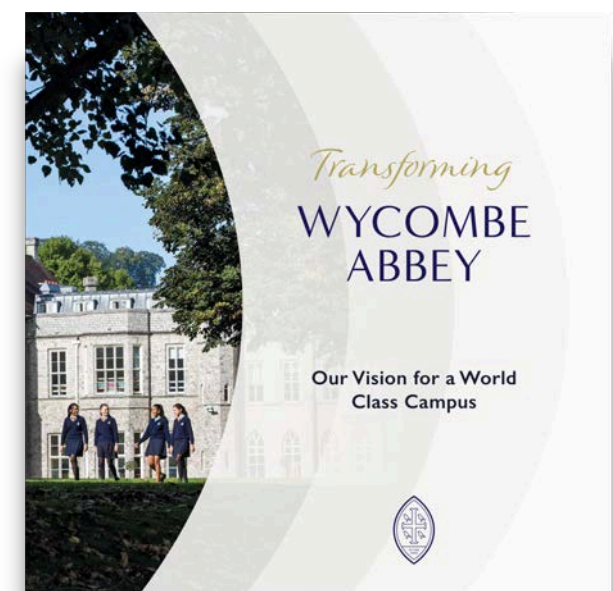
Mrs Jo Duncan
Headmistress



[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.
- 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.
- Salary sacrifice on electric vehicles.

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: Custodian

Wycombe Abbey seeks to appoint four (4) Custodians to join our expanding team, in order to provide a safe, secure and welcoming environment for School visitors and residents.

Reports to:

Head Custodian and ultimately the Headmistress.

Contract:

This is a full-time, permanent contract. The first three months will be a probationary period. The successful candidates will require an Occupational Health check for night working.

Hours of Work:

Average of 40 hours per week over a 12-week rotating basis that include a paid 30 minute meal break per shift. Working hours will be scheduled on a rota basis, which will include day and night shifts as part of a shift system that operates 7 days a week 52 weeks per year. Bank holidays are rostered as normal working days, for which an appropriate allowance is included in the salary. Christmas duties attract a further pay increment. Occasional overtime work may be required to support key School activities.

Holiday:

30 days per annum.

Salary:

£36,135 per annum.

Key Responsibilities

Security Operations and Access Control

- Staff the Custodian Lodge, providing a central security control and visitor reception facility.
- Provide a friendly and professional welcome to all visitors, contractors, parents, and staff.
- Ensure all visitors are signed-in/out in compliance with the School's Access to Site Policy, and the appropriate notifications are provided to those being visited.
- Control access to the School site, including vehicle and pedestrian entry points, using the Paxton Access Control System and the associated ANPR system.
- Monitor CCTV and other safety/security systems.
- Undertake foot and vehicle patrols as directed by the Head Custodian, providing a visible and reassuring security presence at the Main Entrance and other designated locations.



The Role: Custodian

Key Responsibilities continued

Customer Service and Communication

- Deliver a customer-focused service that enhances the image of the School, remaining aware of changing events and circumstances that may impact security operations.
- Act as the first point of contact for security and access matters, including out-of-hours calls, and assisting and relaying information as required by Events or Lettings.
- Liaise with the School Operations Team, wider Estates Team and Duty Maintenance Operator and provide support as necessary.
- Maintain accurate records of incidents and site visit logs, ensuring clear handover of information between shifts.

Emergency Response and Safety Systems

- Act as First Responder in emergencies at any time, including administering First Aid where required.
- Respond to security incidents/concerns in line with procedures.
- Maintain and update incident and emergency response boxes and equipment and facilitate access and briefing of emergency services in the event they need to attend site.
- Monitor and respond to Fire Alarm System activations, investigating causes and supporting residential staff where necessary.
- Conduct weekly fire alarm call point testing and familiarisation soundings.
- Assist in maintaining and checking fire administration systems and associated tools.

Site and Facilities Management

- Unlock key buildings as directed and secure buildings and the site at the end of the working day.
- Ensure clear and accurate signage across the site, storing, putting up and removing signage as required, in collaboration with relevant Heads of Departments.
- Manage all deliveries to the School, ensuring proper storage and distribution, including hand delivery of urgent items.
- Undertake patrols within buildings, undertaking low-level compliance checks such as ensuring lights are off, heating is on/off and that fire exit routes are clear, signage is in place and fire extinguishers are correctly placed.
- Provide ad hoc support with the setup and management of major events as instructed by the Head Custodian and/or relevant Heads of Departments.

Traffic and Parking Management

- Maintain the vehicle registration database, ensuring all vehicles are registered and display valid permits.
- Manage car parking across the site, ensuring compliance with School policies.
- Issue parking permits, conduct patrols, and enforce regulations, including issuing enforcement notices where required.
- Support and help manage ad hoc parking arrangements for events and other non-standard arrangements (such as start and end of term).

Pupil Welfare and Compliance

- Sign day pupils in and out, reporting any failures to sign out to boarding house staff.
- Oversee pupil sign-in and sign-out procedures, ensuring accurate recording of off-site visits and returns.
- Manage and support pupil interactions with deliveries, taxis and visitors.
- Report concerns with pupil behaviour or incidents to the Safeguarding team as appropriate.



The Role: Custodian

Person Specification

Specialist Knowledge and Experience

- Competent IT skills, with the ability to control, monitor and review PC-based CCTV and ANPR systems.
- Good observation skills with a high level of accuracy and attention to detail.
- Full UK Driving Licence.
- Current SIA Door Supervisor Licence and SIA CCTV Operator Licence or be prepared to train for these qualifications.
- First Aid at Work Certificate or be prepared to train for this qualification.

Organisation

- Ability to organise time effectively and to remain calm under pressure.
- Organised and self-motivated, with proven record for meeting targets and deadlines.

Communication

- Effective communicator, both verbally and in writing, and able to record effectively in writing and convey information accurately, including reporting to senior management.
- Ability to maintain strict confidentiality.

Using initiative

- Proactive in seeking solutions to enable conclusion of tasks.

Customer focus

- Polite, friendly and helpful manner.
- Display a smart and professional appearance, representing the School in a positive manner at all times.
- Willing to “go the extra mile” to ensure customer satisfaction.
- Ability to remain calm, courteous and professional in the face of challenging individuals or circumstances.

Flexibility

- Ability to successfully adapt to changing demands and conditions.
- Adaptable and flexible with working patterns when required.

Reliability

- Demonstrates commitment to the organisation and constantly reviews and reflects upon own performance.
- Reasonable physical fitness, in order to fulfil Custodian responsibilities.

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
 - September 2026.
- Salary
 - £36,135 per annum.
- 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: 6 July 2026
Interviews: w/c 13 July 2026

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.

