WYCOMBE ABBEY

Health Centre Manager

As soon as possible

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.

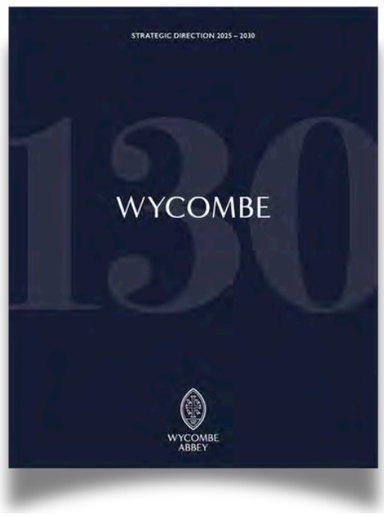
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

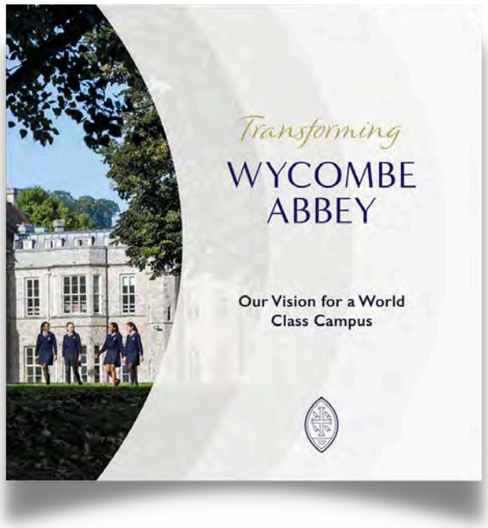
Mrs Jo Duncan
Headmistress



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.

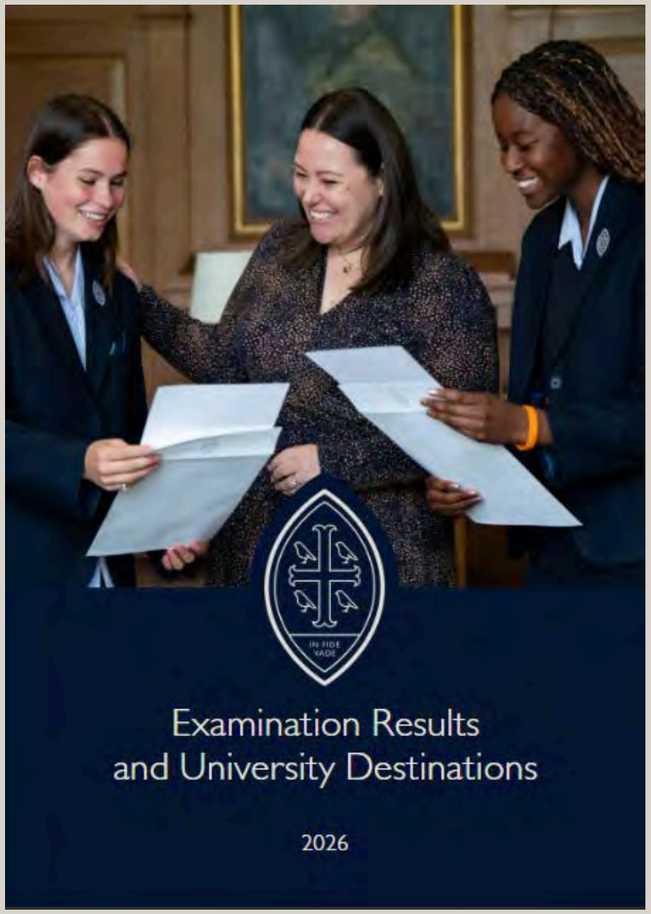
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

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 a laptop during tenure at the School dependent on requirements and terms of the role.
- 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: Health Centre Manager

Wycombe Abbey seeks to appoint a Health Centre Manager to take overall responsibility of the Health Centre, ensuring that it provides a clinically effective, high-quality service of care to pupils and managing the School's health and medical services.

Reports to:
Assistant Head (Safeguarding and Pupil Welfare).

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

Hours of Work:
Approximately 43 hours per week on a flexible basis during Wycombe Abbey Term-Time (excluding 1-hour unpaid meal break), plus 25 working days during the School Holidays as required. Working hours will be flexible as required for events, including evenings and weekends.

Salary:
£55,000 - £66,000 (FTE), depending on skills and experience.

Key Responsibilities

Professional

- Ensure that all Health Centre policies, procedures and practices are fully compliant with all legislation and regulations, both statutory and required by the Independent Schools' Inspectorate and the National Minimum Boarding Standards.
- Maintain up-to-date knowledge of all relevant legislation and regulations and liaise with other schools on compliance issues.
- Uphold medical confidentiality in line with legal (common law and statutory) duty.
- Ensure that all staff are up to date with practice and professional development to fulfil the revalidation criteria set down by the NMC.

Leadership

- Lead and manage the Health Centre Team including recruitment, induction, appraisal processes, staff development and wellbeing.
- Ensure opportunities for improvement of service, management practices and operational procedures are identified and implemented where appropriate, recognising and responding to changing requirements.
- Oversee annual rotas for the Nursing Team and the Health Centre Administrator, ensuring an appropriate level of cover is made available for the provision of an efficient and effective service that meets the needs of the School at all times.
- Manage the Health Centre budget.
- Organise regular team meetings and sessions focusing on significant event analysis and forward planning.



The Role: Health Centre Manager

Communication

- Ensure that timely, effective and accurate communication exists with Houses, academic departments, external health services and parents to ensure the highest standards of care for pupils.
- Ensure that clinical practice and information sharing comply with relevant requirements concerning consent, confidentiality, parental responsibility and pupils developing capacity to make decisions about their healthcare.
- Oversee the secure and effective management of pupil medical records, ensuring appropriate access controls, accurate and timely recording, lawful retention and transfer, and continuity arrangements in the event of system disruption.

Clinical

- Use research-based practice to plan, deliver and evaluate School nursing interventions throughout the School.
- Oversee the work of the Nursing Team and the health of pupils within the School community.
- Work with Housemistresses, parents, guardians, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions.
- Liaise and work closely with School GPs to provide care for pupils and to receive health advice for individual pupils and the School community as appropriate.
- Enable pupils with long term conditions to manage their conditions in School.
- Oversee the immunisation and vaccination process for pupils in School.
- Work with Housemistresses, the Learning Enhancement department and others to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary.
- Ensure safe storage, use and disposal of medical supplies and safe disposal of clinical waste.
- Ensure adherence to best practice in respect of infection control.
- Support Boarding House staff in adhering to medical protocols and developing best practice within Boarding Houses.
- Maintain Health Centre statistical records and distribution to relevant groups including Governing Council.
- Ensure a comprehensive and accurate process of record keeping is in place.
- Have overall accountability for medicines management across the Health Centre and Boarding Houses.
- Lead and regularly review the Health Centre's emergency, out-of-hours and major-incident arrangements, including hospital transfers, infectious-disease outbreaks and continuity of healthcare provision.
- Oversee management of clinical incidents, complaints, near misses and resulting improvements.
- Lead relevant clinical audits, data analysis and the annual Health Centre development plan.

Pastoral Care and Safeguarding

- Oversee provision of appointments and drop-in sessions for pupils at the Health Centre, ensuring pupils can receive personalised support and advice in areas such as relationships, child protection concerns, eating disorders, mental health concerns, managing stress and risk-taking behaviours.
- Work with the Assistant Head (Safeguarding and Pupil Welfare), Deputy Head (Pastoral), School Counsellors and Individualised Care Support Worker to support pupils with mental health needs.
- Ensure all Health Centre staff understand and fulfil their safeguarding responsibilities, including recognising patterns of concern, maintaining appropriate records and sharing information promptly with the Designated Safeguarding Lead.



The Role: Health Centre Manager

- Attend relevant safeguarding, pastoral and multi-disciplinary pupil meetings as needed.
- Lead on referrals to external service providers, such as CAMHS, as required.
- Work with teaching staff and the Designated Safeguarding Lead to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect.
- Work with relevant groups, such as Admissions, Parents and Housemistresses regarding medical needs of incoming pupils and preparing leavers to manage their healthcare.
- Provide training for staff on supporting children with medical needs in School such as use of adrenaline devices, diabetes care, epilepsy, allergies, substance misuse, eating disorders, self-harm and other mental health issues.
- Lead the provision of training and support for Boarding staff on basic medical issues and updates to maintain and improve best practice in areas such as administration and recording of medicine, asthma, adrenaline devices, first aid focus points and head lice.
- Ensure effective communication regarding medical oversight of trips, travel and off-site activities.

Teaching and Learning

- Play an active role in health promotion within the School community.
- Liaise closely with the Head of PSHE and Heads of Section on PSHE topics, ensuring there is provision and access to a range of Health promotion materials and a co-ordinated Health Centre participation in a 'whole school approach to health'.
- Create and provide appropriate health information updates for pupils, staff and parents.
- Advise parents and the School on immunisation programmes and outbreaks of communicable diseases.



Person Specification

Specialist Knowledge and Experience

- Experience in healthcare management at a similar level.
- Qualified RGN and/or RN (Child).
- Strong understanding of clinical issues.
- Experience in leading multi-disciplinary teams.
- Experience in paediatric care/adolescent care.
- Experience in a triage setting.
- Understanding of and enthusiasm for the boarding ethos.

Leadership

- A clear and innovative vision for healthcare promotion in a modern boarding setting.
- Appropriate delegation skills to achieve goals and develop members of the team.

Interpersonal Skills

- A proven ability to build a positive and collaborative rapport with pupils and staff alike.
- Ability to create a sense of team spirit whether working in the Health Centre or being part of a wider School team.

The Role: Health Centre Manager

Communication

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience.
- Ability to interpret legislation and other laid down procedures and be able to explain the requirements in simple, practical terms to non-specialists.

Organisation

- Ability to remain calm under pressure, organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
- The ability to think ahead and draw up schedules of review and follow-up, as necessary.

Problem Solving

- Identify potential difficulties and their causes. Generate workable solutions and make rational judgements.
- A willingness to work flexibly to achieve goals and provide a high quality of care for pupils.

Attention to Detail

- Ability to work accurately with an eye for detail.

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, part-year, permanent contract. The first three months will be a probationary period.
- Appointment Date
  - As soon as possible.
- Salary
  - £55,000 - £66,000 (FTE), depending on skills and 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.



COMMENDED 2026 INDEPENDENT SCHOOLS OF THE YEAR AWARDS IN ASSOCIATION WITH schoolblazer

disability confident COMMITTED

Follow us on social media:
@WycombeAbbey

Wycombe Abbey is committed to creating a diverse and inclusive community in which everyone feels valued and supported. We welcome applications from people of all backgrounds, cultures, identities and experiences.

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

Registered Charity No. 310638

Closing date: 17 November 2026
Interviews: 24 November 2026

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

Apply Now