



WYCOMBE
ABBEY

Managing Director, International

Information for Applicants

Saxton Bampfylde

Welcome to 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 almost 130 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

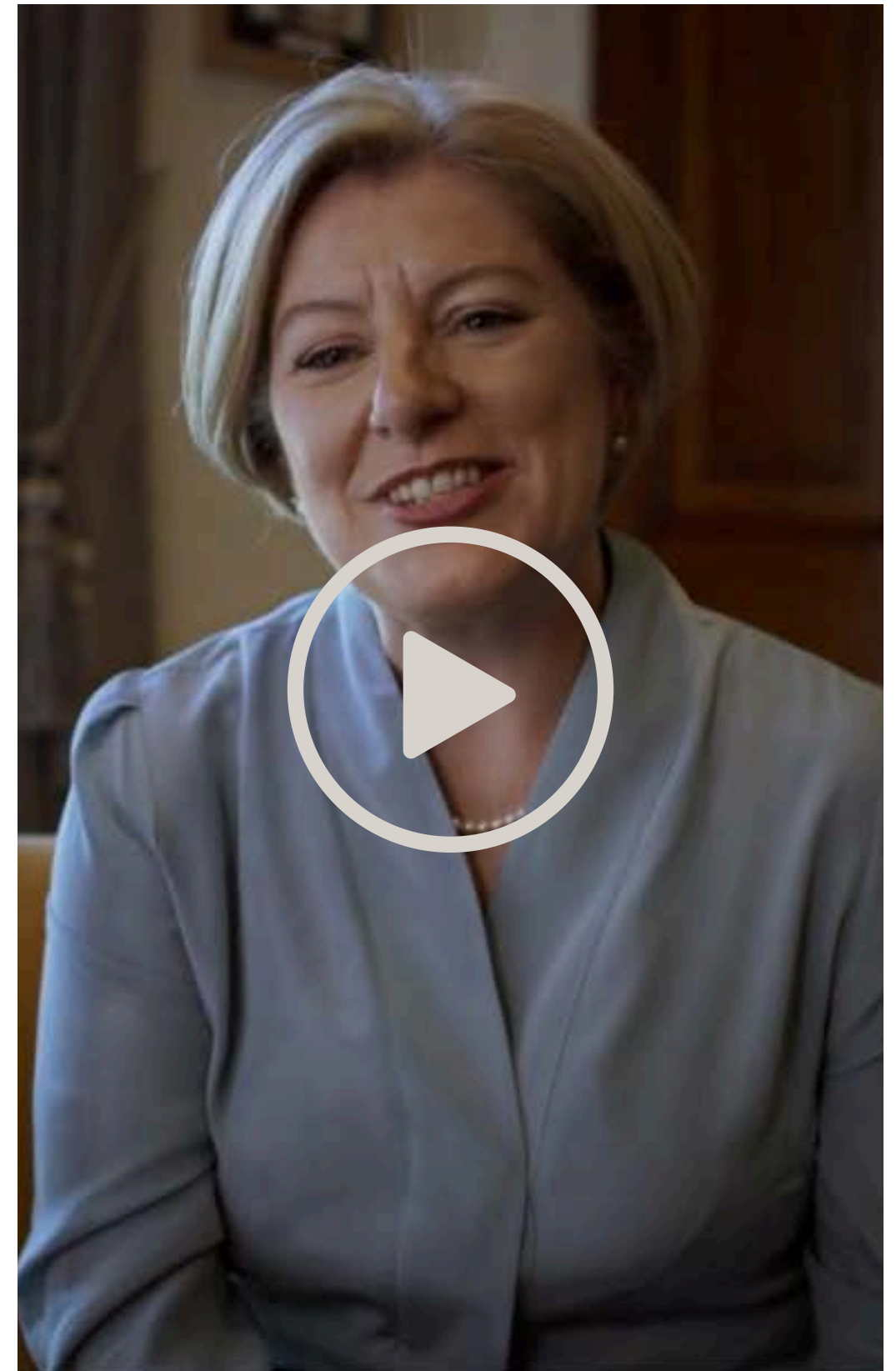
prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Wycombe Abbey has a growing family of schools overseas; these allow more pupils to access the kind of holistic education envisaged by our founder, Dame Frances Dove.

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 receiving your application.

Mrs Jo Duncan
Headmistress



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.

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.





Wycombe Abbey International

Wycombe Abbey established an international presence in 2016 with the opening of its first school overseas, Wycombe Abbey School Changzhou. Wycombe Abbey International (WAI) was subsequently formed as a trading subsidiary to oversee and govern the School's international development activities. Wycombe Abbey International is governed by a Board of Directors, the membership of which is largely drawn from the Wycombe Abbey Governing Council. The Board's Chairman is Patrick Sherrington, formerly Chairman of Council.

Since the opening of the Changzhou school, Wycombe Abbey's international family of schools has expanded significantly. The first phase of development focused on Greater China, where Wycombe Abbey International schools were established in Changzhou, Hangzhou and Nanjing, together with a preparatory school in Hong Kong. More recently, the School has expanded beyond Asia through the development of new partnerships and campuses internationally. This includes the opening of Wycombe Abbey Cairo East in Egypt, which welcomed its first pupils in 2025, marking the School's first presence in the Middle East and North Africa. The Hong Kong school has also expanded to include a new Senior School provision. Looking ahead, further growth has been announced with the forthcoming opening of Wycombe Abbey International School Bangkok* (planned for 2026) and a new school in Singapore* expected in 2028. Together these schools form a growing global network of campuses delivering a Wycombe Abbey education across multiple regions.

All the Schools are characterised by impressive facilities and an ambition to deliver the academic rigour, pastoral care and holistic education associated with Wycombe Abbey. They typically operate as co-educational day and boarding schools, reflecting the expectations of local markets while maintaining the values and standards of the founding school. Across the network, pupils benefit from a curriculum and educational philosophy designed to prepare them for entry to leading universities worldwide.

Wycombe Abbey is clear that its international schools should demonstrate the essential characteristics of its approach to education – academic excellence, empathy and integrity – adapted appropriately to the local context. While the UK school remains proudly an all-girls' boarding school, many of the international campuses are co-educational through-schools serving pupils from early years to sixth form. Regardless of structure, each school is expected to embody the shared values of Trust, Encouragement and Mutual Respect and to pursue the highest standards of academic and personal development.

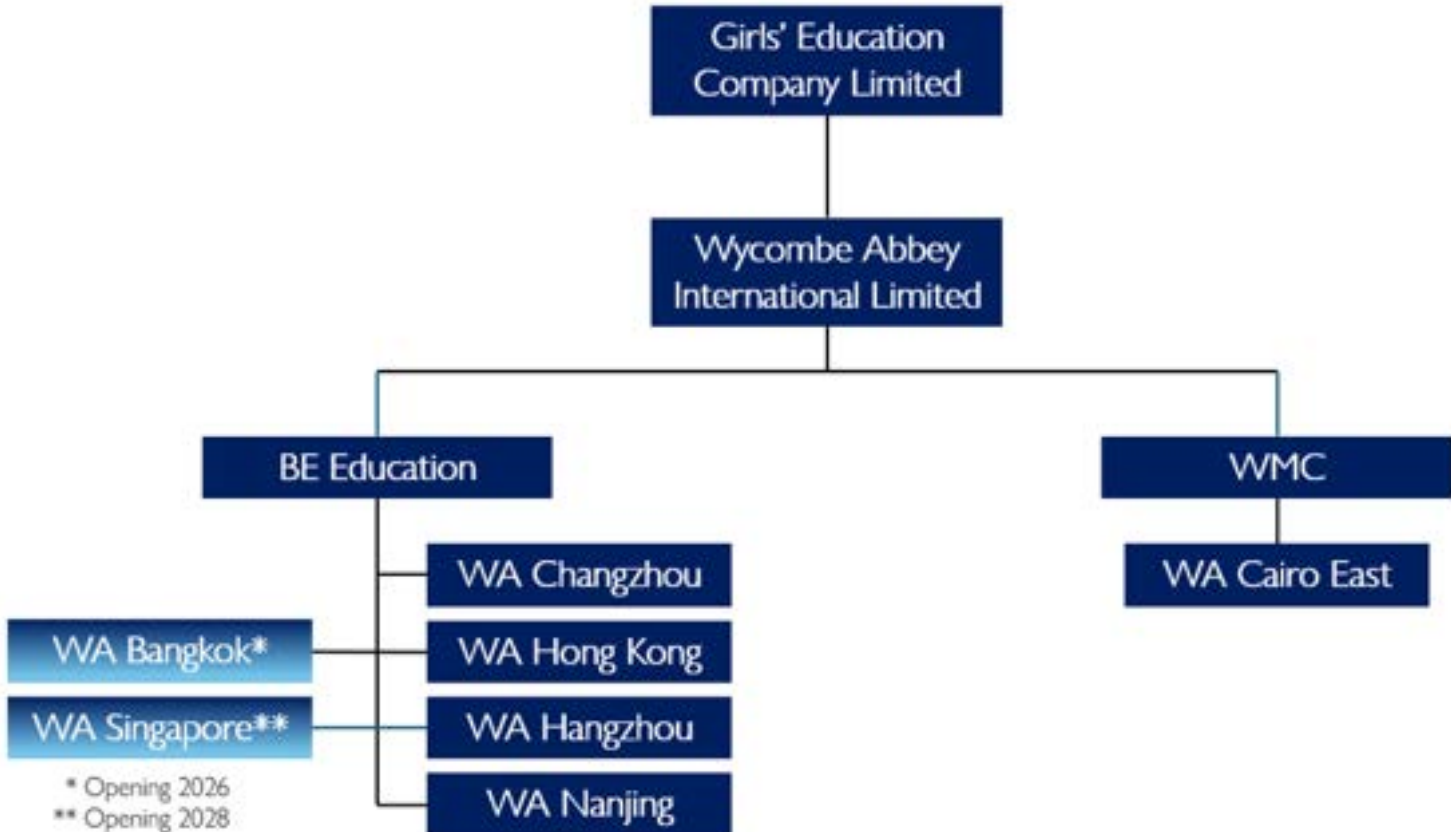
• *pending regulatory approval*

Over time, Wycombe Abbey has developed a clear understanding of the areas in which it should be actively involved in its international schools. These include quality assurance and inspection visits, engagement in governance, the appointment of international school heads, teacher development, and facilitating collaboration across the global family of schools. The Headmistress and the Chairman of Wycombe Abbey International play a direct role in the appointment of school leaders, and members of the WAI Board and senior staff from Wycombe Abbey undertake regular visits to each campus to maintain alignment with the School's ethos and standards.

Many of the schools to date have been established in partnership with BE Education as part of an ambitious and wide-ranging agreement. BE Education, a China-based educational consultancy with specialist expertise in the Chinese education market, has supported the development and operation of the schools in Greater China and continues to play an important role in the School's expansion in South East Asia, including the forthcoming Bangkok school. This partnership provides the advantage of a strong operating partner responsible for management and operations on the ground, relationships with investors in each school and navigation of complex regulatory environments.



International Structure



In parallel, Wycombe Abbey International has broadened its approach to partnerships, working with additional regional partners to support the development of new schools outside Asia, including the establishment of its campus in Egypt. These partnerships allow WAI to combine the educational vision and standards of Wycombe Abbey with partners who bring deep local knowledge, operational capability and understanding of regulatory frameworks.

The WAI Board believes there is significant potential to continue expanding the Wycombe Abbey International network across multiple regions. This ambition aligns with the School's strategic direction to build an interconnected global family of Wycombe Abbey schools, strengthening the School's international reputation, creating opportunities for staff and pupil collaboration, and generating additional income to support bursaries and investment in the UK campus.

Delivering this ambition will require a clear and robust international strategy that defines the essential characteristics of a Wycombe Abbey education overseas, the pace and scale of growth, the commercial framework for partnerships, and the role of the UK school in supporting and sustaining the international network. It will also require careful management of risk, thoughtful partnership selection, and a clear understanding of the resources required to support continued expansion.

The Role

The Managing Director, International is a critical senior leadership role, responsible for shaping and delivering the global development of Wycombe Abbey through Wycombe Abbey International Limited (WAI).

Working closely with the Headmistress and the WAI Board, the postholder will lead the development and implementation of the School's International Strategy, oversee relationships with existing international partners, and identify and pursue new opportunities for high-quality Wycombe Abbey schools around the world.

The role combines strategic planning, partnership development and operational oversight, ensuring that all international schools reflect the educational values and standards of Wycombe Abbey while protecting and enhancing the School's reputation.

In doing so, the Managing Director, International will play a central role in building a distinctive global network of schools that extends the reach and impact of a Wycombe Abbey education.

Reports to:

The Headmistress, while also working closely with the Chair of WAI, the Bursar and other senior School staff.

Contract:

This is a full-time, permanent contract. The postholder will be expected to travel extensively. Flexible working arrangements will be considered although it is expected that the post holder will spend a significant portion of the week in School when not travelling.



Key Responsibilities



Strategy and Governance

- Proactively lead the development and ongoing evolution of the School's international growth strategy, presenting proposals to the WAI Board and the Council of Wycombe Abbey School (WA) and securing approval for the strategic direction, investment priorities and associated policies governing the international portfolio.
- Be responsible for the delivery of the approved international strategy, ensuring that strategic objectives are translated into clear operational plans, measurable milestones and sustainable commercial outcomes.
- Develop and oversee a robust governance, inspection and quality assurance framework across the international network to ensure that all partner schools operate to the academic, pastoral and safeguarding standards expected of Wycombe Abbey and that the School's global reputation is protected and enhanced.
- Provide reporting to the WAI Board and WA Council on strategy, international performance, growth opportunities, risk exposure and emerging market developments, enabling informed decision-making at Board level.
- Maintain a strong external perspective on global education markets, identifying emerging opportunities, regulatory developments and competitive dynamics within the international independent school sector.
- Ensure that risks arising from international partnerships and operations are proactively identified, evaluated and mitigated through effective governance, contractual structures and operational oversight.
- Understand the role of WAI within the School's overall strategy and mission, and ensure that the work of WAI promotes Wycombe Abbey's mission and strengthens the organisation long term.

International Operations

- Manage the day-to-day relationship with international partners on behalf of the WAI Board.
- Ensure the School fulfils its obligations under any collaboration agreements or other international contracts.
- Coordinate and support the School's quality assurance arrangements with its international schools to ensure that the schools are operating in line with the standards expected by Wycombe Abbey, as well as those of local regulatory authorities.
- Build the reputation of the School's brand and reputation for international education to support international staff and pupil recruitment.
- Support the recruitment of senior international staff.
- Maintain regular contact with the Heads of the international schools and facilitate cooperation, collaboration and exchanges between Wycombe Abbey and its international schools.
- Provide support to the international schools' leadership teams as appropriate.
- Ensure that safeguarding is given a high priority in the international schools and that systems and inspections are in place to ensure that safeguarding policies and processes are up-to-date and well understood within the schools.

Key Responsibilities

Business Development

- Lead the identification, evaluation and development of new international partnership opportunities that will expand and diversify the School's global network in line with the approved international growth strategy.
- Oversee comprehensive commercial, reputational and educational due diligence processes in relation to prospective partners and investment opportunities.
- Lead the negotiation and structuring of partnership agreements, working closely with legal advisers to develop robust contractual frameworks that safeguard the School's interests and establish clear commercial and operational arrangements.
- Represent the School's interests in all planning and development activity relating to new schools, bringing strategic recommendations and proposals to the WAI Board and/or Council for approval where appropriate.
- In close cooperation with international partners and subject to the division of responsibilities set out in relevant agreements, lead WA's support to the planning, negotiating, consultation and operational engagement required in the establishment of new schools once approved.
- Ensure partners develop the appropriate governance structures, operational frameworks and educational models for new schools, in compliance with regulatory requirements and alignment with Wycombe Abbey's educational ethos.
- Play a leading role in the identification and appointment of founding Heads and senior leadership teams for partner schools, ensuring the appointment of leaders capable of delivering the School's educational vision internationally.
- Work closely with existing partners and the WAI Board to identify further opportunities for growth.



Person Specification



Experience

The successful candidate is likely to have experience of a similar role within another educational or international organisation and to have successfully delivered growth in an international environment.

Beyond this, the successful candidate is likely to demonstrate:

- A strong track record of senior leadership within academic and/or commercial organisations, with responsibility for strategy, partnerships and organisational growth.
- Proven ability to develop and deliver strategic initiatives, translating vision into measurable operational and commercial outcomes.
- A clear understanding of educational settings and, in particular, independent schools, with an awareness of the interrelationships between academic and business functions.
- Strong commercial and financial acumen, including experience of negotiating partnership agreements.
- Experience of scaling commercial ventures in line with set strategic objectives.
- Experience of working internationally and building productive relationships with investors, partners and stakeholders across different cultural contexts.
- Highly developed negotiation and influencing skills, with the credibility to operate effectively at Board and senior stakeholder level.
- Experience of managing complex contractual relationships and engaging with legal advisers, regulators and government authorities where required.

Attributes and Skills

- An outstanding communicator with the presence and credibility to build strong relationships with colleagues and partners.
- Resilient and adaptable, with the persistence required to deliver complex international projects.
- Strategic, innovative and diplomatically skilled in navigating complex stakeholder environments.
- Able to inspire confidence and build trust across a wide range of stakeholders including Governors, partners, school leaders and staff.
- A strong commitment to the values and educational philosophy of British independent education and its successful application internationally.
- Self-motivated with the ability to operate with autonomy and strategic judgement.
- Comfortable operating in complex organisational and cultural contexts.
- Able to manage multiple priorities across strategic, commercial and operational domains.
- Analytical, intellectually rigorous and a strong problem-solver.
- Emotionally intelligent, thoughtful and capable of balanced and objective judgement.
- Culturally aware and experienced in working effectively across international contexts.

Special conditions

- Appointment is subject to an Enhanced Disclosure & Barring check.
- Willingness to travel extensively.



Important Information

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.

Equal Opportunities

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

Pre-Employment Checks

The appointment is subject to an Enhanced Disclosure and Barring check.

Health and Safety

Under the Health and Safety at Work Act 1974 and associated legislation, colleagues at Wycombe Abbey are expected to comply with Health & Safety requirements at all times. Specifically, colleagues must continuously carry out all duties in a manner which does not endanger themselves or others.

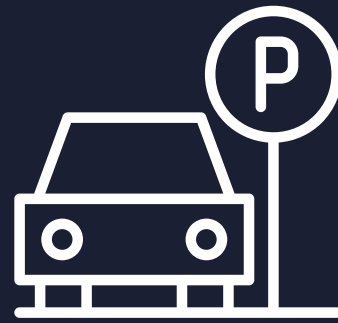
Benefits



Competitive salaries



Focus on Staff Wellbeing



Free Parking



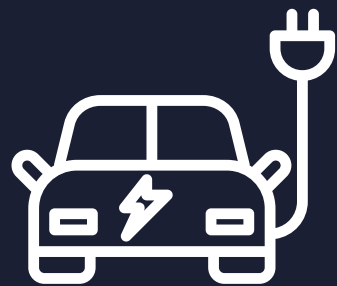
School Fee Remission



Generous training and development scheme



Prep School Fee remission at selected schools



Salary sacrifice on electric vehicles



Opportunities to visit WA sister schools globally



Free meals



Free use of Sports Centre



Free use of School Library



Cycle to Work scheme



Employee Assistance Programme



Free Will Writing Service



Life Insurance



Free Eye Tests



Generous Pension Scheme



Discounts at Local Outlets

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Wycombe Abbey on this appointment.

Candidates should apply for this role through their website at roles.saxbam.com using code LWAAE.

Click on the 'apply' button and follow the instructions to submit a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is 9am on Friday 24 April 2026.

First round interviews will take place on Thursday 11 June 2026.

Final interviews will take place on Thursday 18 June 2026.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

Data Protection

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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