



Role Profile

Job Title: Secondary Schools Programmes Manager	
Managed by: Head of Learning	
Department: Learning	Location: Waddesdon Manor
Salary: £33,000 - £35,000 per annum	Contract Type: Permanent, Full-time
Hours: Minimum of 37.5 hours per week, Monday to Friday. To include occasional weekend, evening, and bank holiday working in order to deliver the programme, for which TOIL will be granted.	

The Role:

We are seeking an experienced Secondary Schools Programmes Manager to be an integral part of the Learning team at [Waddesdon Manor | A French Renaissance-style château](#).

The Learning team are responsible for delivering a wide-ranging suite of educational programmes and activities focused on the resources at Waddesdon, from primary to secondary school pupils. Thanks to the Rothschild Foundation's generous investment in Waddesdon School's Sixth Form building project, this exciting new post will secure a lasting partnership between Waddesdon Manor, Waddesdon Estates LLP and Waddesdon School.

The successful candidate will assist in the development of an innovative blueprint that will provide experiential learning opportunities across the Manor and Estate for Waddesdon School pupils. Working collaboratively with the school and Manor, the post-holder will manage the programme and to act as the central liaison between the partners. Once established, the intention is to include other secondary schools to become a national model of excellence.

What you will do:

This is a hands-on role, directly engaging with young people and forming part of the team delivering the existing schools and education provision at Waddesdon Manor.

An experiential curricular and super-curricular programme of activities will enable students to:

- Deepen knowledge through access to cultural and natural heritage

- Tackle issues that matter to them, particularly environmental challenges, and mental health
- Develop teamwork and leadership skills through creative, physical and outdoor experiences
- Raise aspirations for their futures through encounters with working adults

A suite of qualifications, activities and experiential learning will be in partnership with Waddesdon School, building on existing pilot projects. The aim is to ensure the active involvement of Sixth Form students, as well as providing beneficial opportunities for students of all ages.

Due to the desire for this innovative programme to be offered to other secondary schools as part of its development, considering how to make it scalable is an important part of the role.

Key Responsibilities include but are not limited to:

Programme Development & Delivery (Waddesdon Focused)

- In close partnership with Waddesdon School, lead the design and delivery of a secondary schools programme rooted in the rich educational opportunities at Waddesdon Manor and Waddesdon Estate
- Co-design activities with teachers, students and Learning Team colleagues, ensuring strong student voice, which enhance the curriculum
- Oversee and, where appropriate, directly deliver learning activities alongside Waddesdon staff and schoolteachers
- Ensure all activity reflects best practice in experiential, inclusive and place-based learning

Programme Development & Future Roll-out

- Capture learning, resources and delivery models developed through the Waddesdon pilot
- Develop a clear, tested blueprint that can be adapted for use with other secondary schools
- Support phased expansion once the Waddesdon programme is established and evaluated

Safeguarding, Risk & Quality

- Lead on safeguarding practice within the secondary schools programme
- Ensure robust risk assessments and safe working practices for all on-site and off-site activities
- Maintain high standards of supervision, care and duty of care

Partnership & Communication

- Act as the main relationship lead for Waddesdon School
- Work closely with internal teams across Waddesdon Manor to support programme delivery
- Enable clear communication and coordination between all stakeholders
- Participate in regular planning and review meetings

Operations, Planning & Coordination

- Manage timetabling, logistics and staffing for assemblies, visits, projects, campaigns and expeditions
- Coordinate careers encounters, work placements and employer engagement linked to Waddesdon
- Support the development of awards, recognition schemes or accreditation
- Work with volunteers on an occasional basis to enhance delivery where appropriate

Monitoring, Evaluation & Learning

- Design and embed monitoring and both internal and external evaluation processes to assess impact at Waddesdon
- Use findings to refine the programme and inform future roll-out
- Contribute evidence and insight to support organisational learning and funding activity

Contribution to the Wider Learning Team

- Actively contribute to the work of the Waddesdon Learning Team, supporting other programmes and events as required
- Work flexibly across projects during peak periods
- Share learning and best practice with colleagues

You will be a great fit if:

You must have excellent interpersonal and communication skills, as well as exceptional organisation and project management capabilities. A demonstrable interest in the core themes of cultural education and sustainability is essential too.

You'll have a strong belief that every young person deserves access to high-quality education, and demonstrate a commitment to place-based, inclusive learning. A confident, thoughtful and collaborative approach to your work is important as you'll need to be a flexible team player. The role is heavily strategic, and so it is important that you can offer a reflective perspective and are delivery-focused.

Your areas of knowledge and expertise that matter for this role:

Essential:

- Proven experience in programme or project management within education, youth engagement or cultural/environmental settings
- Experience of working with secondary-aged young people from diverse backgrounds
- Strong facilitation, teaching and presentation skills
- Ability to build strong relationships with schools and internal teams
- Strong organisational and planning skills
- A thorough understanding of safeguarding best practice

Desirable

- Experience of developing programmes for replication or scale
- Experience of working with volunteers
- Awareness of challenges facing young people across diverse contexts
- Interest in heritage, landscape and sustainability as learning resources
- Working knowledge of national qualifications and progression routes
- Strong digital and IT skills, including MS Office and social media platforms

Additional Requirements:

The safety and wellbeing of children, young people, and vulnerable adults are of the utmost importance for any role at the Rothschild Foundation, Waddesdon Manor. Consequently this position will require an enhanced Disclosure and Barring Service (DBS) check to uphold the safety and security of all our guests, staff and volunteers.

Rewards for working with us:

- We are proud of where we work and want to share Waddesdon Manor with family and friends by offering a number of complimentary tickets to the house and grounds.
- **Waddesdon Discounts** – 50% discount in the food-to-go outlets at the Manor. 20% in the Manor gift shop and restaurant, Stables Café, Five Arrows Hotel, and The Bow Pub. 20% discount on special event tickets made available to staff.
- **Staff Card** - A National Trust staff card entitles two adults and children under 18 years of age free admission to all National Trust properties and 20% discount in NT retail and catering outlets.
- **Annual Leave** - On starting with us, you will receive 25 days annual leave per year plus 8 public holidays pro-rata. Stay with us for 3 years and this rises to 28 days, 30 days after five years and 32 days after 10 years.
- **Sick pay** - If you become ill, one week of sick pay during your first 3 months. This rises to a maximum of 3 months full pay within a rolling 12-month period. After four years you also receive a further 3 months at half pay in the rolling 12-month period.
- **Pension** - We will top up your pension by matching any contribution you make, up to 10% of your basic salary.
- **Income Protection** – on completing one year of continuous service, income protection may be available at 50% of basic salary for a maximum of 5 years.

- **Life Assurance** – a lump sum of 4 times basically annual salary is payable upon death in service.
- **Long Service Awards** – every 5 years of service, you are invited to a celebration to recognise your contribution to the organisation. A cash sum is awarded as a thank you.
- **Mental Health and Wellbeing Support** – access to a wellbeing platform and fully funded 1:1 counselling service.
- **Enhanced Maternity Pay** – after 12 months of continuous service, you can choose 13 weeks of maternity leave at full pay followed by 26 weeks statutory pay.
- **Enhanced Paternity Pay** – after 12 months of continuous service, you may take 3 months of paternity leave at full pay.
- **Eye Care** – eye care vouchers for employees who are DSE users.
- **Flu Jabs** – free flu jabs in October.
- **Travel** – Cycle to Work Scheme, Season Ticket Loan for train or bus, Octopus Electric Vehicle Scheme.
- **Deposit Loan Scheme** – financial support to go towards a private rental deposit.
- **Access to Perk at Work** – access to exclusive discounts from hundreds of retailers, and up to 55% off cinema tickets.
- **Memberships** – 20% discount on new Nuffield gym memberships. 15% off Hartwell Spa Memberships and treatments, and 15% off food in the restaurant.

Workplace adjustments:

We work closely with employees to help them work at their best, including making adjustments such as flexible working, compressed hours, providing equipment or changes to the workplace, where possible.

EDI

At the Rothschild Foundation, we place Equality, Inclusion and Diversity at the core of our values. We strive to be an organisation that actively addresses inequality and prejudice while fostering a truly anti-racist culture. Our approach is centered on meaningful and equitable support and development for you and others throughout your time with us. We are committed to providing an environment free from discrimination, where every team member feels valued, respected and has a true sense of belonging.

Application:

The vacancy advert may be taken down from job boards earlier than the stated deadline if a high standard of applications is received.

We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, and people with a disability to help us achieve a balanced representation in our workforce, especially at senior grades.

To reduce bias in our shortlisting process, we operate an anonymized application process.

All candidates invited to interview have the opportunity to request adjustments to the recruitment process when scheduling your interview, for example accessible parking, communication support or breaks.

To apply, **please send a current CV and covering letter** explaining how your experience and skills match those outlined above to application@waddesdon.org.uk.

Closing Date: midnight, Friday 10 April 2026

Interview Date: provisionally held for Thursday 30 April and Thursday 7 May 2026

If you apply for this role and are selected to interview, here is what you can expect:

- Round 1: In-person interview with Head of Learning and Learning Manager
- Round 2: In-person interview with Head of Learning and Director of Waddesdon