



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

School Office Administrator





The School

Pipers Corner is a Girls' School Association (GSA) and Heads' Conference Association (HMC) Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the School is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI inspection (March 2023) the School was graded as "excellent" in all categories.

Founded in 1930, the School was established on its current site in 1945. The School comprises approximately 600 students, employs more than 170 staff, and has a total income approaching £15m. Demand for a place at Pipers has increased in recent years, and we remain full.

Our site has incredible facilities to inspire the next generation, we have a 280 seat theatre, fully equipped for our student technical team, with plenty of performances for our aspiring performers. Our Pipers Radio studio broadcasts live every lunchtime.

Sporting facilities include the swimming pool, fitness suite, astro pitch and gymnasium. Forest School is conducted in our on-site woodland, and to encourage environmental awareness we have two outdoor eco-classrooms with wind turbines and water butts. Students of all ages benefit from outdoor lessons in our wildflower meadow.





Welcome from the Head

At Pipers, there is no such thing as a typical 'Pipers' girl. All members of staff support the students to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young adults. Investment in talented and inspirational teaching staff and professional support staff is at the heart of our success, and our recent academic results and overall performance bear testament to this.

Every member of the Pipers community, both academic and support staff, play a vital role in maintaining the excellent standard of education we provide. Underpinning everything that we do is a team of enthusiastic and determined staff, with a willingness to think outside of the box.

Personal development is always encouraged and supported, and well-being is at the forefront for staff as much as students.

I am incredibly proud of the Pipers community and it is a privilege to work alongside such talented staff and positive students.

Helen Ness-Gifford

Mrs Helen Ness-Gifford





Why work at Pipers?

We have a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere. Benefits for teaching and support staff include:

- Competitive salaries and excellent pension schemes
- Annual professional review and commitment to CPD for all
- On-site car parking and the possibility of on-site single accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with free tea, coffee and fruit
- Use of the fitness suite and swimming pool
- Staff clubs such as yoga, running, football and choir
- Cycle to work scheme
- Access to a counselling service

The school is less than an hour from Central London and has excellent rail links and motorway connections. It is four miles north from High Wycombe, which has a large shopping centre, two multiplex cinemas, a sports centre and several out of town shopping areas.





Testimonials

"The students at Pipers Corner understand the importance of their own, and each other's development, making the classroom culture supportive and nurturing. But what makes Pipers special to work in is that they appreciate this environment, as well as the staff, allowing them to grow as individuals and make progress."

"Since joining Pipers I have been impressed by the strong sense of community between colleagues and the amount of trust and support shown by the parents."

"Pipers Corner School is a great place to work. It has encouraged me to push myself to be the best teacher I can be, allowing me to experiment with my teaching style and get to know pupils in a fun and engaging way. The School has excellent facilities and is focused on helping students reach their highest potential."

"Pipers has a warm working environment, with friendly staff who will do all they can to support your development and positive spirit."

"I enjoy working at Pipers because of the great relationship between staff and students. Lessons have a fun but productive atmosphere and classes of all ages are keen to learn."



Job Advert

School Office Administrator

Term-time only (the option of 52 weeks per year may also be available)

Salary | Pro-rated salary for term-time only £18,000-£20,000

Required ASAP

An exciting opportunity has arisen for an experienced administrator to join a small team to provide excellent general administrative support. Proven office, communication and IT skills are essential.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Friday 7 November 2025

Interview date | Tbc

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Pipers Corner School 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 DBS check.



Job Title School Office Administrator	Salary Pro-rated salary for term-time only £18,000-£20,000	Working hours 0800-1630 hours, Monday to Friday
Line managing (direct) N/A	Reporting to School Office Manager	
The Role To support the efficiency of the School Office.		



Specific Responsibilities	
Principal	• Welcome visitors to the school and deal with enquiries from visitors, parents, staff and students via telephone, email, the Parent portal, in the Office and at 'The Hatch' • Ensure that all visitors have correct documentation and are pre-registered • Ensure that confidentiality is maintained as appropriate on all student, parent and staff matters • Complete registration, ensuring the whereabouts of students are accounted for twice a day • Produce registration matrices and liaise with Assistant Head regarding registration codes • Complete registration notes to students and physically inform students of messages where necessary. • Help return named lost property items to students • Sign for and distribute incoming post to relevant staff • Frank and organise outgoing post • Stationery orders • Maintain a supply of prospectuses • Set up, log and maintain bookings for Speech Day and other large events • Help maintain and update Fire Evacuation lists • Set up and maintain all information for Parents Evenings, keeping both parents and staff informed. • Issue lunch passes • Chase up overdue temporary lanyards and liaise with Bursary • Assist other members of the Administration team with general office tasks • Manage school menus and upload to SharePoint • Produce various certificates as required • Copy, log and send out "Postcards of Praise" • Occasionally show visitors around the School • To carry out any additional responsibility which the Headmistress may reasonably from time to time request • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact Staff are responsible for their own Professional Development and together with their Line Manager are encouraged to identify courses which might address any areas for future growth.



	The following qualities are essential: • Ability to work under pressure and meet deadlines • Energy and enthusiasm • A calm and personable manner • A methodical and expeditious approach to handling data • Discretion/dealing with confidential matters • A high level of ICT competence • A flexible approach to work and time
<i>October 2025</i> <i>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties</i>	

