



# pipers corner SCHOOL

An independent day school for girls aged 4-18

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## Recruitment Pack

Assistant Examinations Officer







## 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 620 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

### Assistant Examinations Officer

Part-time | Term-time only

To start September 2025

Salary | Competitive, dependent on experience

We are seeking an enthusiastic and committed individual to assist our Examinations Officer in all areas of the examination process and to provide cover in their absence. The successful candidate will have excellent organisational skills and will be accurate and methodical in their approach. Previous experience of a similar role would be advantageous but is not essential.

The hours of work for this role are seven hours per week, rising to 42.5 hours per week in May and June. There is also a requirement to work for five days in August around exam results.

An application form can be obtained from the HR Department, email [hr@piperscorner.co.uk](mailto:hr@piperscorner.co.uk), or downloaded from our website [www.piperscorner.co.uk](http://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 27 June 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.

Registered Charity No. 310635





<b>Job Title</b>	<b>Salary</b>	<b>Working hours</b>
Assistant Examinations Officer	Competitive, dependent on experience	Part-time   Term-time only (plus five days in August around exam results)
<b>Line managing (direct)</b>	<b>Reporting to</b>	
N/A	Examinations Officer	
<b>Purpose</b>		
To assist the Examination Officer in all areas of the examination process and to provide cover in their absence.		





Specific Responsibilities	
Principal	<p><b>In preparation for the public examination sessions:</b></p> <ul style="list-style-type: none"> <li>• To make use of Pipers Corner MIS</li> <li>• To input access arrangements into MIS</li> <li>• To work with the Examination Officer to draw up examination timetables</li> <li>• To ensure the security of examination papers and related materials until the examination in accordance with JCQ regulation</li> <li>• To work with the Examination Officer to issue students with their entry slips and individual timetables</li> <li>• To be present in the examination room at the start of all public examinations, when the Examination Officer is not present, except when two or more rooms are being used at the same time</li> <li>• To help maintain appropriate stationery and apparatus for the undertaking of public examinations</li> <li>• To arrange for the despatch of completed examination scripts to addresses indicated by the examination board immediately following each session</li> </ul> <p><b>Administration to be carried out when public examination results are published:</b></p> <ul style="list-style-type: none"> <li>• To be available for five days in August when GCSE, AS and A Level results are published, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents</li> <li>• To process post result services</li> <li>• To update examination results data on the MIS following review of marking and to up-date the examination statistics</li> <li>• To work with the Examination Officer to produce statistical data related to all entries and the analysis of results in the format agreed with the Deputy Head Academic, and to update these regularly in the light of review of marking</li> <li>• To check all examination fees and charges from each examination board</li> <li>• To prepare and check student examination fees for each examination period</li> <li>• To maintain a log receipt and organise delivery dispatch of examination certificates</li> </ul>





Specific Responsibilities	
Principal	<p><b>Throughout the year:</b></p> <ul style="list-style-type: none"> <li>• To keep abreast of and monitor changes in procedure introduced by examination boards, or JCQ</li> <li>• To use and keep fully trained on Pipers Corner MIS, to make examination entries and record results</li> <li>• To attend network meetings</li> <li>• To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact</li> </ul>
<p style="text-align: right;">June 2025</p> <p><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></p>	

