



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Head of Maintenance





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 now comprises of approximately 600 students and employs more than 170 staff. 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.



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 and football
- 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

Head of Maintenance

Full-time | Permanent

Required February/March 2026

Salary | £40,000-£45,000, dependent on experience

An exciting opportunity has arisen to join the Estates team at our busy and thriving Independent school for girls. We are seeking to appoint a Head of Maintenance to lead the Maintenance team, as well as supervising service providers and contractors, and liaising with a wide variety of colleagues and other stakeholders.

The successful candidate will have proven general maintenance skills and experience, understand the importance of health and safety and be willing to undertake a broad range of facilities' maintenance and support tasks to help ensure the smooth running of the School. They will have strong communication skills and be self-motivated and resilient.

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 | Wednesday 7 January 2026

Interview date | Week commencing 19 January 2026

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



Job Title	Salary	Working hours
Head of Maintenance	£40-45k dependent on experience Contributory pension scheme available	Hours are 0800-1700 with an hour for lunch 25 days' annual leave
Line managing (direct)	Reporting to	
Maintenance Team	Estates Manager	

The Successful Applicant

Applicants should be flexible, enthusiastic and enjoy working in a team. The successful candidate will be skilled at problem-solving and prioritising tasks effectively and will have a keen eye for detail. A background in maintenance management is essential, as is a full U.K. driving licence.

The Role

The Head of Maintenance will organise maintenance activity and support operations at the School. The Estates Team currently comprises the Estates Manager who line-manages this role and also the Head of Grounds. Additionally, there are several Grounds and Maintenance assistants, a Cleaning Supervisor, and a resident Security Manager. The Head of Maintenance will deputise for the Estates Manager in his absence.

The Head of Maintenance is a 'working foreman' who leads the Maintenance Team and has a hands-on role leading and supervising the Maintenance Assistants, Service Providers and Contractors. Additionally, for school events/marketing the incumbent of this role will be the Estates Team's principal point of contact with the Director of Marketing and the Events Coordinator.

The Maintenance Team carry out Maintenance, Compliance Checks and Support Operations. The maintaining responsibilities include the general structure and fabric of buildings, mechanical and electrical systems and services which include- but are not limited to- electrical distribution, lighting, fire alarms, emergency lighting, heating, ventilation, air conditioning, fire suppression (one system), lifts (two passenger), drainage, swimming pool and water supplies. Compliance Checks are the routine checks of building fabric, fittings or plant in accordance with statutory requirements. Support Operations include traffic management which is 'drop-off' and 'pick-up' each school day; traffic management at School events; implementing Emergency Action Plans; managing the operation and maintenance of the pool plant; portering; events' support in the form of setting-up and packing-away; and security rota (when the Security Manager is on leave or off-duty). The Maintenance Team also operate an electronic Service Request system and the role includes managing the workflow and 'tickets' to ensure work is completed in a timely but effective way.



Specific Responsibilities

Principal

The main responsibilities of this role include (but are not limited to):

- Asbestos: be familiar with the management of asbestos and ensure that requisite checks are carried out
- Contracted routine maintenance: ensure that contracted routine maintenance is completed safely and to the correct standard
- Contractor management: to manage Contractors including the issue of Permits to Work- this includes checking operatives, materials and that the completed work is to a high standard
- Emergency action plans: implement EAPs as directed including being part of the fire investigation team
- Energy saving: implement and monitor energy saving measures
- Events and Activities: assist to ensure that events and activities are supported by the Maintenance Team
- Fire safety: co-ordinate remedial work identified in Fire Risk Assessments. Be a fire warden and investigate fire alarms as directed in School policy. Implement and encourage good fire safety management practice
- Grounds: co-ordinate Grounds-related maintenance operations with the Head of Grounds on a day-to-day basis
- Health & Safety: be familiar with and implement the School's Health & Safety policies in so far as they apply to the Maintenance Team. As required, sit in on Health & Safety meetings. Liaise with the incumbent Health & Safety consultant during audits. Develop, maintain and implement action plans arising from compliance and maintenance activities
- Holidays: co-ordinate the Maintenance Team holidays to ensure service standards are maintained. Holiday requests are to be submitted at least two weeks in advance
- In-house routine checks and maintenance: organise routine tests, checks and maintenance by the Maintenance Team
- Line management: for the Maintenance Assistants including annual appraisals and performance management
- Maintenance Requests System: using the School's electronic system, manage, prioritise, allocate and close-out Maintenance Service Requests – ensuring that the system is used to keep staff appraised of progress and completion
- Out of hours: from time to time respond to out of hours calls that cannot be dealt with by the resident Security Manager
- Procurement: procure routine maintenance, construction work, furniture, fittings or supplies as required
- Quality Assurance: ensure maintenance work is completed to a good and compliant standard



Specific Responsibilities	
Principal	<ul style="list-style-type: none"> • Projects: procure and manage minor maintenance / remedial works projects • Reports: provide weekly and termly reports on maintenance • Risk Assessments: manage the Maintenance Team risk assessment • Routine maintenance: maintain the School's plant, equipment and installations, ensuring all the requisite checks, tests and services are carried out • Safeguarding: understand and follow the School's safeguarding policies and procedures especially around the management of Contractors on site. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact • Security: from time to time do locking-up or opening-up, which would be remunerated on an overtime basis • Site Diary: maintain a simple electronic diary of site activity for each working day • Swimming Pool Plant Manager: ensure that the Pool is tested and maintained to the required standard. Liaise and advise the Head of PE accordingly • Team standards: set and enforce a high standard of behaviour and deportment in the Maintenance Team • Traffic: during normal School days, co-ordinate the management of traffic around the site. • Training: track the training requirements of the Maintenance Team to ensure it is up-to-date.
<p style="text-align: right;"><i>December 2025</i></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>	

The Head of Maintenance will be provided with a mobile telephone and will be expected to field and make calls, from time to time outside of working hours where there is a security or safety issue.

With prior agreement the Head of Maintenance might work overtime where additional cover is required (approval must be sought from the Estates Manager for any absence or overtime worked by the Head of Maintenance or staff who report in to this role).

Uniform will be supplied. Lunch and refreshments are provided during term time.



Person Specification		
Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs or equivalent • Formal qualifications in maintenance and associated practices • Pool plant operator 	<ul style="list-style-type: none"> • NEBOSH or similar Health and Safety qualifications • Pool plant management • Water safety (legionella) training • Management or supervisory qualification
Experience/ knowledge	<ul style="list-style-type: none"> • Previous experience of working in a maintenance role with a team • Multi-disciplined with a bias towards mechanical and/ or electrical • Managing contractors and service providers • Effective written and oral communication skills 	<ul style="list-style-type: none"> • Experience of working in a similar environment • Experience with maintenance request system
Key skills	<ul style="list-style-type: none"> • Full U.K driving licence • Good IT skills, including MS Outlook, Word and Excel • Strong organisational skills and the ability to work independently • Ability to prioritise tasks and follow specified procedures • Sound knowledge of health and safety requirements and obligations 	
Personal Attributes	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • have a professional, helpful and friendly approach • be motivated with drive and enthusiasm • be reliable and flexible, with a “can do” approach to all duties and responsibilities • be resilient and able to cope with the physical demands of the role • be diplomatic, discreet, confidential and professional at all times • be committed to the School’s values and ethos • be a non-smoker or comply with the School’s strict no-smoking policy • wear the uniform provided and set a good standard of deportment for the team 	

