



# pipers corner SCHOOL

An independent day school for girls aged 4-18

---

## Recruitment Pack

School Cleaning Supervisor and Porter







## 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.



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

### School Cleaning Supervisor and Porter

**Full-time**  
**Required ASAP**

We are looking for a School Cleaning Supervisor and Porter to support all aspects of school housekeeping, supervise the cleaning of the School and complete daily porter/cleaning tasks as necessary.

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 | Sunday 11 May 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>
School Cleaning Supervisor and Porter	£25-29k dependent on experience	40 hours per week Five weeks’ annual holiday
<b>Line managing (direct)</b>	<b>Reporting to</b>	
Cleaning Contractors	Estates Manager	
<b>Principal terms of service</b> <ul style="list-style-type: none"><li>• Contributory pension scheme</li><li>• Lunch and refreshments provided during the school term</li><li>• Uniform provided</li></ul>		
<b>Hours of Work</b> <p>The working week will comprise a ‘core hours’ approach with a standard start and finish time, but with flexibility to ensure that the Cleaning Contractor is supervised sufficiently during the evening cleaning periods and also that school events are appropriately supported. Where necessary, TOIL or overtime will be available.</p>		





Specific Responsibilities	
Principal	<ul style="list-style-type: none"> <li>• Check daily to ensure that rooms are ready for school exams, functions and events.</li> <li>• Monitor the work of the externally-contracted cleaning operatives, liaising closely with the Cleaning Supervisor</li> <li>• Respond to service requests for porter/hospitality jobs.</li> <li>• Perform cleaning tasks based on a schedule produced by the Estates Manager (including outside cleaning) to include:               <ul style="list-style-type: none"> <li>• Staff Room</li> <li>• Office kitchen areas</li> <li>• Staff Toilets</li> <li>• Main Building Toilets</li> <li>• Dining Room Corridor</li> </ul> </li> <li>• Use cleaning supplies and equipment to maintain a clean and professional school.</li> <li>• Refresh public areas as required.</li> <li>• Conduct spillage cleaning and be 'on-call' as necessary.</li> <li>• Porter tasks will include set ups, parcel delivery, minor repairs.</li> <li>• Carry out safety tours/weekly inspections.</li> <li>• Monitor/escort contractors.</li> <li>• Report any maintenance/repair requirements.</li> <li>• Ensure the appropriate storage of cleaning materials.</li> <li>• Adhere to the School's health and safety policies to ensure a safe environment.</li> <li>• Ability to strip and seal floors, operate floors machines and carpet cleaning equipment.</li> <li>• Undertaking other duties as directed.</li> <li>• 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;">April 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>	





## Person Specification

The post holder will benefit from the following attributes and experience:

- Ideally the candidate will enjoy working as part of a team but will also be able to take the initiative particularly when events and activities are in progress.
- This is a demanding role which requires a level of physical fitness.
- The successful candidate should be able to evidence their reliability and be amenable to some flexibility in working hours according to the needs of the School calendar.
- Punctuality is an important part of the function.
- The post holder will need to keep abreast of the school programme in general and the weekly programme in detail.
- The post holder will be a responsive individual, with very strong communication skills as an essential part of our busy and capable Estates and interpersonal team.
- A willingness to assist and deal confidently with staff. Must be professional, courteous and helpful to students, parents and other visitors at all times.

