



# pipers corner SCHOOL

An independent day school for girls aged 4-18

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## Recruitment Pack

General Estates Assistant





## 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.

A handwritten signature in blue ink that reads "Mrs 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 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

### General Estates Assistant

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

We are looking for a reliable and flexible member of the School's Estates Team to assist as needed across maintenance, grounds, general cleaning and operations. This role involves carrying out general school and estates support duties. Individuals with specialised groundskeeping or maintenance skills will be primarily assigned tasks within their area of expertise.

To apply for this post, please complete the application form via MyNewTerm. Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to email the school via [hr@piperscorner.co.uk](mailto:hr@piperscorner.co.uk) to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Send completed application via MyNewTerm addressed to: Mrs Helen Ness-Gifford, Headmistress.

**Closing date | Thursday 30 April 2026**  
**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



<p><b>Job Title</b></p> <p>General Estates Assistant</p>	<p><b>Salary</b></p> <p>£25-29k dependent on experience</p>	<p><b>Working hours</b></p> <p>40 hours per week Five weeks' annual holiday 0800-1700 hours daily</p>
<p><b>Line managing (direct)</b></p> <p>N/A</p>	<p><b>Reporting to</b></p> <p>Head of Grounds or Head of Maintenance as appropriate</p>	
<p><b>Principal terms of service</b></p> <ul style="list-style-type: none"> <li>You will be expected to work 40 hours per week, for 8 hours per day for 5 days per week</li> <li>Lunch will be provided during term time, one hour lunchbreak</li> <li>Pension scheme available</li> </ul>		



**Specific Responsibilities**

Common

- Assisting the Head of Maintenance with general maintenance and all compliance checks.
- Assisting the Head of Grounds with general gardening and grounds' maintenance duties.
- Undertaking any other tasks as required by Estates Management.
- Preparing school facilities and grounds for school activities and functions and carrying out the subsequent clearing up tasks.
- Where applicable and as directed, to unlock and open or lock and secure the school buildings including the security alarms at times reasonably directed by Estates Management.
- To ensure the safe custody of all keys and codes for which responsible.
- Being flexible when required in working hours, including evenings and weekends, to meet the School's/Estates' needs (to include holiday and sickness cover), or support urgent tasks. (Additional hours will be communicated in advance when possible.)
- Being flexible to shift work (willing and able to work flexible hours and rotating shifts to meet operational needs).
- To assist with the maintenance and cleaning of all school buildings to include the Swimming Pool in order to ensure that the facilities are safe, clean, and well-presented for all users.
- To assist with the maintenance and upkeep of all school grounds to include all Sports pitches, surfaces and courts in order to ensure that the facilities are safe, clean and well-presented for all.
- Using plant, school vehicles, tools and equipment as directed, after appropriate training and issue of PPE.
- To ensure that all plant, school vehicles, tools and equipment for which responsible are fully serviceable and maintained in good working order.
- Assisting with parking and traffic duties.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

April 2026

*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*



**Other Requirements**

- Where applicable, dealing with established outside contractors for services both on emergency and routine matters to include hiring and lettings within specific agreements laid down by the Bursar/Events and Hospitality Coordinator and Estates Management.
- Assisting with portage duties – for example, moving furniture, equipment and parcels.
- Operations assistance including job-related purchasing, administration and reprographics duties.
- If contacted by the Police, a member of staff, or an alarm call relating to a security matter, to attend the School during silent hours and to take appropriate action, keeping the School informed at all times.
- Ensuring compliance with the School’s health and safety policies and procedures and always being alert to safe working practices.
- Being capable of meeting the physical demands of the role which will include lifting and using a variety of hand and mechanical tools (appropriate training will be provided).
- Being presentable at all times, wearing the school-issued uniform neatly and maintaining good personal hygiene.
- Full and valid driving licence.

