



pipers corner SCHOOLS

An independent day school for girls aged 4-18

Recruitment Pack

School Security Officer
(Part-Time)





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.

A handwritten signature in purple ink that reads "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 professional services 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 Security Officer

Part-time
Required ASAP

We are seeking a reliable and responsible Security Officer to support the safety and security of the premises of our thriving girls independent school.

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 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 | Sunday 1 November 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



Job Title School Security Officer	Salary Competitive, dependent on experience	Working hours Monday, Tuesday and Wednesday. Mixed evening shifts, overnight on-call periods, and handover (detailed below)
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Line managing (direct) N/A	Reporting to Resident Site Security Manager
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The Role

The role focuses on securing the site during designated evening hours, ensuring all buildings are locked, and alarm systems are correctly set. This position also requires covering specific overnight on-call periods to respond to any security incidents or alarms, starting with a handover from the onsite security manager on the Monday night and concluding with a morning on-site handover on Thursday morning.

Shift and On-Call Schedule

Day	Active Shift Hours	On-Call Period	On-Call Hours	Total Combined Hours
Monday	2100-2200 hours	2200 hours (Monday) - 0600 hours (Tuesday)	8 hours	9 hours
Tuesday	1700-2200 hours	2200 hours (Tuesday) - 0600 hours (Wednesday)	8 hours	13 hours
Wednesday	1700-2200 hours	2200 hours (Wednesday) - 0600/0700 hours (Thursday)	8 to 9 hours	13-14 hours

Shift Summary

Total Active Hours: 11 hours

Total On-Call Hours: 24–25 hours

Grand Total Commitment: 35–36 hours across the three-day block

Key Responsibilities

- Locking and securing all school buildings and entrances.
- Ensuring that all building windows are closed and secure.
- Setting and checking intruder alarm systems.
- Conducting external and internal security checks.
- Reporting any faults, damage, or security concerns.
- Acting as a key holder and responding appropriately to any issues or alarms during active shifts and overnight on-call hours.
- Delivering a clear, on-site handover at the end of the final shift rotation on Thursday morning.
- Ensuring school safeguarding and security procedures are followed at all times.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

October 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

About You

- Trustworthy, punctual, and conscientious.
- Previous security, caretaking, or site management experience desirable.
- Comfortable working independently and managing overnight on-call responsibilities.
- Good attention to detail and basic record-keeping skills.
- Understanding of confidentiality and safeguarding in a school environment.
- Must live within a 15-minute drive of the School; if not, onsite accommodation is available on work evenings.

What We Offer

- Competitive hourly rate (with applicable rates for on-call periods).
- Consistent part-time weekly hours.
- Supportive working environment within a respected independent school.

Lone Working and Employee Support

This role will involve periods of lone working. We are committed to ensuring the safety, wellbeing, and support of all colleagues. This role has robust lone worker arrangements in place. These include clear risk assessments, safe systems of work, regular check-ins, access to emergency support, and appropriate training. You will never be expected to undertake work that is unsafe, and support from managers and colleagues is always available.

