



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Safeguarding, Wellbeing and Pastoral Administrator





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 2026), Pipers Corner School met all of the required Independent School Standards across every area of the inspection.

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 services 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 professional services 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 professional services staff include:

- Competitive salaries and excellent pension schemes
- 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 free 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

Safeguarding, Wellbeing and Pastoral Administrator

Full-time

Start date | October 2026-January 2027

Salary | £34-36k

We are seeking a highly organised, efficient and enthusiastic Safeguarding, Wellbeing and Pastoral Administrator for this busy and dynamic school environment.

The successful candidate will provide a high level of comprehensive administrative support for Safeguarding and Pastoral Senior Leaders. The ideal candidate will have excellent organisational and time management skills with the ability to prioritise and react to competing demands.

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 | Thursday 10 September 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.

All roles are subject to safer recruitment checks, including an enhanced DBS check. See the Policies section of our school website for our Recruitment and Safeguarding Policies and our Applicant Privacy Notice.

Registered Charity No. 310635



Job Title

Safeguarding, Wellbeing and Pastoral Administrator

Salary

£34-36k

Working hours

Full-time (40 hours per week)
52 weeks (6 weeks Annual Leave)

Reporting to

Deputy Head Pastoral

The Successful Applicant	
Personal Qualities	• A highly professional, methodical and expeditious approach to handling data • A calm and personable manner • Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations • Discretion and proven tact and diplomacy in dealing with adults and children • Ability to work as a member of a collaborative team • Capacity to remain calm and to cope with the unexpected • Ability to prioritise work efficiently and effectively • Energy and enthusiasm
Essential Skills	• DSL training/knowledge or equivalent, to include knowledge on transfer of historic safeguarding records • Experience in similar administrative role for Deputy Head or Pastoral Manager • Experience of using CPOMS, adding incidents, running reports etc • Knowledge of KCSiE & Working Together guidance • Understanding of Bucks Council childrens services/social care processes • Understanding/knowledge of external agencies working with safeguarded students • Discretion, confidentiality, diplomacy around students with external agency involvement
Desirable Skills	• Understanding/knowledge of Elective Home Education process for Bucks Council • Understanding/knowledge of Children Missing from Education process for Bucks Council • Experience of using iSAMS • Experience of using Sharepoint • Understanding of GDPR • Understanding of formal attendance processes



Specific Responsibilities	
Principal	• To provide day to day pastoral and safeguarding support to the Deputy Head Pastoral, Head of Wellbeing and, on occasions, also to the wider pastoral team • To deal efficiently with emails, telephone calls and enquires from parents, staff, students, visitors, other schools and outside agencies • To liaise, with tact and diplomacy with school staff and others outside the School, particularly parents • To anticipate events and activities which need to be brought to the attention of the Deputy Head Pastoral • To deal with queries, especially in the absence of the Deputy Head Pastoral, deciding whether they should be referred to another member of staff i.e. Headmistress, Deputy Head Academic, Head of Department, Head of Year or relevant teacher • To use discretion in providing information both within and outside the School and ensure that confidentiality is maintained as appropriate regarding all student and staff matters • To ensure that the Deputy Head's (Pastoral) electronic diary is kept up to date and to liaise with all parties involved in meetings or visits to the School • To add key dates and events into diaries at the beginning of the year and monitor throughout the year • To keep the Deputy Head (Pastoral) on schedule and briefed for meetings with the relevant correspondence • To take minutes of general pastoral, safeguarding and other related meetings, and confidential note taking as required • To work with the Compliance Manager to review and update school policies • To provide administrative support for staff meetings/INSET, working alongside the Academic Administration Manager and the Headmistress' PA • To coordinate pastoral letters on behalf of the Deputy Head Pastoral, send out to parents via Pipers Mail/Operoo and collate responses as required • To upload relevant safeguarding and pastoral documents onto the pastoral area of Parent Portal and notify parents via Pipers Mail • To support the Head's PA in the collation of the department termly reports • To work with the Deputy Head Pastoral and the Head's PA to assist in the preparation for inspection • To gain knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Deputy Head Pastoral and the School • To organise cards and gifts for staff leavers • Provide administrative support and coordination of the annual Australia Exchange trip, working alongside the Head of Year 9

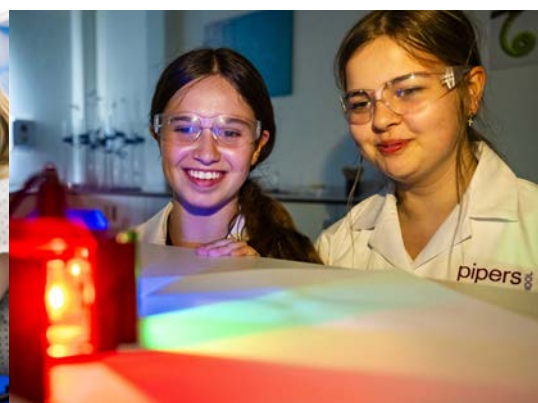


Safeguarding Responsibilities

- To undertake confidential administration of all matters in relation to safeguarding
- To contact previous schools to obtain transfer information and new student files
- To manage the safeguarding records for new students (request and collate files received from previous schools, enter details onto CPOMS and advise relevant staff members)
- To maintain the safeguarding records for current pupils using CPOMS
- To draft termly safeguarding reports for the Deputy Head Pastoral using CPOMS
- To check whether all leavers have safeguarding or key pastoral information to pass to new schools (collate these safeguarding records from hard copy files and CPOMS, liaise with Deputy Head Pastoral to approve the data to redact and forward to new schools. To record details of file sharing and confirmation of receipt from new school by updating on CPOMS)
- To organise Safeguarding Committee meetings once per term (to diarize, organise and minute termly meetings and to prepare the agenda and collate papers)
- To support the completion of the annual safeguarding reports to Bucks Council
- To liaise with county safeguarding teams over meetings and reports
- To ensure that school safeguarding information posters are kept up to date and distributed to all areas of the School

Pastoral Responsibilities

- To organise Senior Pastoral Team meetings, agenda and papers, attend, take and distribute minutes, chasing outstanding actions as required
- To assist in all aspects of student welfare, incident investigation, attendance matters and parent liaison
- To liaise with Buckinghamshire Council and the Deputy Head Pastoral in relation to queries regarding Children Missing in Education
- To use CPOMS to keep accurate records of all communication with parents, all sanctions issued and any other pertinent pastoral information relating to students within each year group
- To maintain records of serious sanctions, bullying and restraint
- To assist in the arrangements for the annual Parent Partnership Speaker programme
- To manage the update of the staff handbook, working with the Marketing Department
- To manage staff communication such as Staff Notices
- To support the Deputy Head Pastoral in relation to whole school pastoral initiatives



	Other • To carry out other reasonable duties which the Headmistress or Senior Leadership Team may request • To complete any training as required for roles/responsibilities • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
<i>July 2026</i> <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>	

