



pipers corner SCHOOLS

An independent day school for girls aged 4-18

Recruitment Pack

Estates 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 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

Estates Administrator

Full-time | 37.5 hours per week
Required ASAP

An exciting opportunity has arisen to join the Estates team at our thriving girls' independent school in this newly-created position. The purpose of the role is to support the Estates Manager and the administration of the department.

Our ideal candidate will be highly organised with strong interpersonal skills and a flexible approach.

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 22 February 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 Estates Administrator	Salary £30,000-£35,000	Working hours Full-time 30 days’ annual leave
Line managing (direct) N/A	Reporting to Estates Manager	
Responsible for To undertake any duties which fall within this job description and also those which may reasonably be required by the Estates Manager according to the normal practice of an independent school.		



Specific Responsibilities	
Principal	<p>Administration and planning</p> <ul style="list-style-type: none"> • Proactively planning and preparing future departmental activities by keeping abreast of the School's events diary and bringing relevant issues to the Estates Manager's attention • Providing general administrative support to the Estates Manager, including diary management, arranging meetings etc. • Keeping a log of outstanding actions and following up with the Estates Manager and other staff as necessary • Maintaining accurate records, files and databases (including compliance documentation, maintenance logs and contractor details) • Processing the incoming Estates mail and ensuring that it is dealt with appropriately <p>Security</p> <ul style="list-style-type: none"> • Managing the School's security system daily in conjunction with the Resident Site Security Manager • Producing security cards for students and staff subject to appropriate approval and tracking leavers/joiners for deletion or addition • Programming the security system daily to meet events and outside lettings schedules • Coordinating and recording the issue of room and building keys for staff <p>Compliance</p> <ul style="list-style-type: none"> • Assisting the Estates Manager to ensure that plant and equipment are serviced and inspected at required or recommended intervals and that the relevant evidence is secured and is ISI compliant • Maintaining suitable schedules and accurate and timely records to meet Independent Schools Inspectorate evidence requirements • Arranging remedial work to appropriate timescales and raising purchase orders where required • Maintaining the School's Approved Contractor portfolio including annual and ad-hoc distribution and electronic filing of contractor health and safety declaration and proof of insurance returns • Supporting the use of technology in the department to enhance compliance and efficiency



	<p>School coach service</p> <ul style="list-style-type: none"> • Managing the provision of the outsourced school contract coaches and any necessary internal liaison with school staff • Managing the parent communications for the annual booking process together with Admissions and Marketing • Ensuring the Single Central Register is maintained for coach drivers in conjunction with the outsourced coach provider • Managing the provision of coaches for school visits and events <p>School vehicle fleet</p> <ul style="list-style-type: none"> • Managing the School's cars, van and minibus compliance including vehicle servicing/PCV tests /MOTs • Arranging staff minibus driving assessments and vehicle bookings • Ensuring vehicles remain compliant under Section 19 permit requirements • Managing the CheckedSafe pre-driving check app and AllStar fuel cards • Providing keys and fuel cards to staff as required <p>School Travel Plan</p> <ul style="list-style-type: none"> • Managing the School Travel Plan (Modeshift Stars) initiative including evidencing environmental projects and activity to enhance the School's profile with Buckinghamshire County Council • Actively compiling evidence and publishing staff and student travel surveys • Preparing and submitting the annual School Travel Plan Report to Buckinghamshire County Council to comply with pre-planning permission requirements <p>Contracts and Suppliers</p> <ul style="list-style-type: none"> • Liaising with contractors and suppliers on behalf of the Estates Manager when necessary and maintaining appropriate records • Raising purchase orders and order confirmations as required <p>Staff matters</p> <ul style="list-style-type: none"> • Liaising with HR to arrange summer casual staff for the Estates team
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General

- Ensuring confidentiality is maintained in all matters
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact

January 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



Person Specification		
Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to at least A Level standard, with a pass in both GCSE English and Maths 	
Experience/ knowledge	<ul style="list-style-type: none"> • Proven experience as a PA or high-level administrator • Proficient in the use of MS Office, especially Word and Excel • Experience of working to tight deadlines 	<ul style="list-style-type: none"> • Experience of working in education
Key skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent interpersonal skills • Ability to build and sustain strong working relationships across the organisation and at all levels • Strong organisational skills and the ability to work independently • Excellent attention to detail and accuracy • Ability to manage workload and prioritise • Discretion and the ability to deal with confidential information appropriately 	
Personal Attributes	<p>The successful candidate will be/have:</p> <ul style="list-style-type: none"> • An excellent communicator • A professional, helpful, friendly and diplomatic approach in order to ensure a positive image is conveyed • Motivated with drive and enthusiasm • Reliable and flexible with a “can do” approach to all duties and responsibilities • Resilient and able to cope with the rigors of a busy school environment • A clear understanding of the importance of working as part of a team • Able to stay calm under pressure • Diplomatic, discreet, confidential and professional • Committed to the School’s values and ethos 	

