



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

HR Manager





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 are a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere and friendly feel. Benefits for teaching and professional services staff include:

- Competitive salaries and excellent pension schemes
- Professional review and commitment to CPD for all
- Ample on-site car parking and the possibility of on-site accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with access to a kitchen
- 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
- Fully-trained Mental Health First Aider for adults on site
- Stunning grounds including Wellbeing Garden and Wildflower Meadow
- Staff Social Committee which organises regular events
- Subsidised eye tests and glasses for DSE users

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

HR Manager

Full time

Required January 2027, or as soon as possible thereafter

Salary | £50,000-£60,000 depending on skills and experience

Pipers Corner School is seeking an experienced, confident and proactive HR Manager to lead our HR function and provide high-quality, practical HR advice and support across the School.

This is a varied, hands-on role for an HR professional who enjoys taking ownership, exercising sound judgement and finding practical solutions. Working closely with the Headmistress and Senior Leadership Team, you will combine excellent operational delivery with the confidence to advise and appropriately challenge.

To apply, please complete the application form via MyNewTerm. Applications must be made using the School's application form; CVs cannot be accepted as a substitute.

Closing date | Thursday 5 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.

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 HR Manager	Salary £50,000-£60,000 depending on skills and experience	Working hours Monday–Friday, 0830–1700, including school holidays. Six weeks’ annual leave per annum, to be taken during the school holidays.
Line managing (direct) HR Assistant	Reporting to The Headmistress	

The Role

The HR Manager will provide high-quality, practical HR advice and support across the School, taking ownership of HR matters and exercising sound professional judgement. The postholder will operate with a high degree of professional autonomy, making effective use of the HR Assistant, anticipating needs, identifying emerging issues and bringing forward practical solutions and recommendations.

This is a varied, hands-on role requiring both excellent operational delivery and the confidence to advise and appropriately challenge when necessary. The successful candidate will know which matters can be resolved within HR, when consultation with senior colleagues is appropriate and when specialist external advice may be required.

The School has established external HR and legal support, alongside a range of HR systems and platforms, which the HR Manager will be expected to use effectively as part of a well-supported HR function.

The Department

The HR Department comprises the HR Manager and HR Assistant.

The HR Manager reports to the Headmistress and works closely with the Bursar and other members of the Senior Leadership Team.

The HR Manager is responsible for leading and managing the HR Assistant, delegating appropriately and ensuring that the capacity and skills within the Department are used effectively.

The School has a separate Compliance Manager. The HR Manager will work closely with the Compliance Manager where their respective responsibilities intersect, particularly in relation to safer recruitment, safeguarding requirements and associated regulatory compliance.



Specific Responsibilities	
Principal	HR Advice and Employee Relations • Provide confident, pragmatic and timely HR advice to the Headmistress, senior leaders and line managers. • Take ownership of employee relations matters including absence, capability, disciplinary, grievance, probation and performance, ensuring cases are progressed appropriately and promptly. • Support and advise managers through HR processes, providing clear recommendations while ensuring that managers retain responsibility for managing their staff. • Exercise sound judgement about when to act independently, consult senior colleagues or recommend specialist external HR or legal advice. • Oversee documentation and support investigations associated with formal HR processes, ensuring policies and procedures are applied fairly, consistently and proportionately. Proactive HR Management, Data and Systems • Maintain an effective overview of HR across the School, anticipating requirements and identifying emerging issues, risks and opportunities. • Contribute HR expertise to staffing, organisational change, recruitment, retention and workforce planning. • Maintain accurate workforce data and provide useful and proportionate HR management information to the Headmistress, SLT and Governors as required. • Use data to identify significant patterns and trends and bring forward practical recommendations. • Ensure that HR systems and processes are effective, accurate and proportionate, identifying opportunities for improvement. • Keep abreast of relevant employment legislation and good HR practice and contribute to the development and review of employment policies.



Recruitment, Safer Recruitment and Employee Administration

- Lead and oversee the HR aspects of recruitment from advertising through to appointment and induction, delegating administration appropriately within the HR Department.
- Ensure that all required pre-employment checks and safer recruitment processes are completed accurately and promptly.
- Work closely with the Compliance Manager to ensure that the Single Central Register and associated safer recruitment records are accurate and maintained to the required standard.
- Oversee contracts, contractual variations, employee records and joiner, change and leaver processes.
- Ensure that induction and probation arrangements are effective and completed when required.
- Identify recruitment and retention trends and recommend appropriate action.

Pay, Payroll, Pensions and Benefits

- Take responsibility for the accuracy and completeness of employee and contractual information provided for payroll, including salaries, hours, allowances, overtime, starters, leavers and authorised changes.
- Calculate contractual salary amounts and coordinate the implementation of pay awards, salary progression, promotions and other authorised changes.
- Provide accurate and timely payroll information and work closely with Finance and the School's payroll provider to ensure changes are correctly reflected and discrepancies resolved.
- Oversee the HR administration of employee pension arrangements, including enrolment, changes, employee communications and the timely provision of accurate information and required submissions.
- Provide appropriate guidance on pay scales, contractual salary arrangements, pensions and employee benefits, referring specialist payroll, tax, pension or financial matters as appropriate.
- Work closely with Finance to ensure relevant staffing and pay changes are reflected appropriately in budgets and forecasts.



Attendance, Performance and Staff Development

- Oversee sickness absence and attendance management, identifying patterns and advising managers on appropriate action.
- Coordinate Occupational Health referrals and advise on return-to-work arrangements, reasonable adjustments and phased returns.
- Support the effective operation of appraisal and performance management processes and identify recurring management or training needs.
- Provide practical HR guidance and training to line managers where appropriate.
- Oversee the effective administration of staff induction, mandatory training, CPD records and employee benefits.
- Support a proportionate approach to staff wellbeing, balancing individual support with the operational needs of the School.

Leadership of the HR Function

- Lead and manage the HR Assistant, setting clear expectations, delegating effectively and making good use of the capacity within the HR Department.
- Retain oversight and accountability for the quality, accuracy and timeliness of the HR service.
- Develop constructive relationships across the School and provide clear professional advice and appropriate challenge.
- Keep the Headmistress and other senior leaders appropriately informed of significant HR matters without unnecessary upward referral of routine issues.
- Promote and safeguard the welfare of children and young people and ensure that safeguarding responsibilities are reflected appropriately in HR practice.

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



Person Specification	
Essential	Desirable
The successful candidate will • be proactive and self-starting, identifying what needs to be done without waiting for detailed direction; • exercise sound professional judgement and take ownership of matters through to resolution; • be solutions-focused, bringing recommendations as well as identifying problems; • know when to act, delegate, consult and escalate; • make effective use of the HR Assistant rather than either retaining work unnecessarily or referring it upwards; • be comfortable working with data and numbers and interested in what they reveal; • be organised and able to maintain oversight of multiple HR matters simultaneously; • be calm, resilient and appropriately assertive; • be pragmatic and proportionate rather than unnecessarily bureaucratic; • understand that an effective HR function supports and enables good management rather than replacing it.	• Experience of HR within a school or educational environment. • Knowledge of safer recruitment and the employment requirements applying within schools. • Experience of working with external HR and employment-law advisers. • Experience of presenting workforce information and recommendations to senior leaders or Governors. • Experience of administering the Teachers' Pension Scheme and/or other workplace pension arrangements.

