



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

General Estates Assistant
(two roles)





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.

A handwritten signature in purple ink that reads "Helen Ness-Gifford".

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

General Estates Assistant

**Full-time
Required ASAP**

We are looking for reliable and flexible General Estates Assistants to join the Estates Team at our thriving girls' Independent School.

The role involves general school and estates support duties, and the successful candidate will be comfortable doing physical labour in all weather conditions.

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 | Monday 26 October 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 General Estates Assistant (two roles available)	Salary £27,000-£32,000 dependent on skills and experience	Working hours 40 hours per week (0800–1700 including a one hour unpaid lunch break, Monday–Friday). Some flexibility to work outside of these hours will be required for events, lettings and occasional call-outs. Key Benefits: Free term-time lunch, five weeks’ holiday plus bank holidays, School Pension Scheme, free parking on-site
Line managing (direct) N/A	Reporting to Head of Maintenance	
The Role As a core member of the Estates Team, you will provide practical maintenance and repairs across the School, helping to keep our buildings, facilities and grounds safe, operational and welcoming. A significant proportion of this role involves setting up and clearing away for school events, together with supporting daily morning arrival and afternoon pick-up traffic management.		



Specific Responsibilities	
Principal	Events, Logistics and Traffic Management • Event Set-Up and Breakdown: Physically prepare, lay out, and clear away furniture and equipment for all school activities, exams, external lets, and commercial functions. • Daily Traffic and Parking Duties: Actively supervise and manage school traffic, parking, and safety during peak morning drop-off and afternoon pick-up times. • Porterage: Unload, distribute, and move heavy deliveries, parcels, and furniture across the site.
	Security and Operations • Keyholder and duty phone responsibilities: Responsible for locking and unlocking premises and managing security alarms, which requires reliable attendance (shift-dependent), including responding to callouts during shifts. • Contractor/Event Support: Help coordinate external contractors and commercial event hires as directed, including providing support for out-of-hours lettings and events.
	Maintenance, Repairs and Grounds Support • Undertake day-to-day repairs, practical maintenance and minor improvement works across the School, using appropriate DIY and trade skills, to include the following: ◊ Monitoring the maintenance reporting system (Logit) ensuring timely completion and escalation where required. ◊ Minor repairs to doors, locks, windows and other equipment. ◊ Painting and decorating (low level) as required. ◊ Replacing light bulbs and fluorescent tubes. ◊ Unblocking drains. ◊ Fixing and mounting wall items, such as noticeboards, photographs, etc. ◊ Construction and implementation of new furniture. ◊ Check and clear drains, gulleys and gutters. ◊ Keeping a close eye on the condition of all school buildings and report all defects to the fabric of the building.



Health and Safety

- Ensure all work is carried out in line with Health and Safety legislation and school policies, undertaking the following routine H&S tasks:
 - ◊ PAT Testing.
 - ◊ Water testing.
 - ◊ Fire safety checks
 - ◊ Equipment servicing.

Grounds Care

- Support the Grounds team with winter gritting/snow removal.

Equipment Care

- Safely use and maintain tools, school machinery, and site vehicles.

Safeguarding

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

September 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
• Comfortable doing regular manual handling, physical work and working outdoors in all weather conditions. • Background in a hands-on, practical role (e.g. caretaking, maintenance, logistics, or event setup). • Good practical maintenance/DIY skills. • General numeracy/literacy and basic computer skills. • Right to work in the UK and willingness to undertake an Enhanced DBS check (essential for working in a school environment).	• A valid UK driving licence (D1 minibus entitlement is particularly desirable). • Previous experience working in a school or handling corporate/institutional keyholding. • A relevant trade qualification or Health & Safety/COSHH certificate. • Experience of carpentry, plumbing, decorating, general building maintenance or a relevant trade.

