

pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Finance Assistant
(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 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 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
- 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

Finance Assistant

Part-time, 25 hours per week | 30 days annual leave (pro-rated)
Required ASAP

We are seeking to appoint a Finance Assistant to support the Finance Manager as needed in our thriving girls' independent school.

The successful candidate will have a relevant qualification in Finance or Accounting and will be able to work under pressure and to tight deadlines. They will require strong IT and communications skills.

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 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	Salary	Working hours
Finance Assistant	FTE £31,000-£33,000	25 hours per week (ideally spread over five days). Exact working pattern to be confirmed
Line managing (direct)	**Reporting to**	
N/A	Finance Manager	

Purpose

To provide support to the Finance Manager by managing the credit control function, the finance side of school trips and other areas as required.





Specific Responsibilities	
Principal	**Cash and Debtors** • Daily posting of cashbook and dealing with queries that arise • Manage the Credit control function, ensuring that all records are up to date • Chasing late payments, issuing reminder and 'bursar' letters • Providing weekly debtor reports to the Finance Manager and raising awareness of issues • Month End reconciliations of all bank accounts, Purchase Ledger and Sales Ledger **Trips** • Responsible for part of the department inbox • Responsible for managing and administering financial elements of the School Trips and Educations Visits process through the Evolve system. Liaising with trip leaders to assist with the trips process • Currency for trips (cash and currency cards) • Calculating the profit or loss made on each trip or visit • Reconciliation of GL accounts associated with school trips **Billing** • Assisting the Senior Finance Assistant with the termly fee invoice run • Processing of disbursements **Other** • Undertaking any other ad hoc duties which may reasonably be required by the Finance Manager or Bursar according to the normal practice of an independent school • Provide support to the Finance Manager in preparation for, and during the annual finance audit • Promote and safeguard 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





