



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Assistant Librarian
Part-time





The School

Pipers Corner is a Girls' School Association (GSA) and Heads' Conference (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 comprises approximately 620 students, employs more than 170 staff, and has a total income approaching £15m. 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.

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

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, football and choir
- 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

Assistant Librarian

Part-Time
Required ASAP

We are seeking an Assistant Librarian for our Senior School Library. The role is to help ensure the effective and efficient use of resources to promote a love and culture of reading, research and independent learning. The successful applicant will carry out a range of library duties and administrative functions in order for the Library to achieve its aims in supporting the school community.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk.

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Thursday 3 April 2025
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



<p>Job Title</p> <p>Assistant Librarian</p>	<p>Salary</p> <p>Competitive, dependent on experience</p>	<p>Working hours</p> <p>Term-time only, Monday to Friday, 0930-1500 hours (with a half an hour lunchbreak)</p>
<p>Line managing (direct)</p> <p>N/A</p>	<p>Reporting to</p> <p>School Librarian</p>	
<p>Purpose</p> <p>To assist with the function and mission of the Senior School Library: ensuring the effective and efficient use of resources to help promote a love and culture of reading, research and independent learning. The Assistant Librarian will carry out a range of library duties and administrative functions, as outlined below, in order for the Library to achieve its aims in supporting its school community.</p>		



Specific Responsibilities

To ensure the School continues to be high performing across all strands:

Principal

- To supervise and support students using the library facilities and resources
- To help devise and drive reading promotion initiatives
- To provide general advice and guidance to students on appropriate choice of books and other materials for both research and recreation purposes
- To catalogue and process books, newspapers, magazines and periodicals and ensure proper shelving
- To maintain library databases and records as appropriate
- To issue and receive books, audio-visual resources and e-readers to/from students and staff in accordance with library procedures, using Reading Cloud – the electronic library management system
- To support with the use of online resources
- To support with the use of IT devices available within the main library and library annex including PCs, laptops, printer, and audio-visual facilities
- To ensure books and other materials are kept in good repair and to identify any that are in need of replacement
- To contribute to maintaining the Library as a welcoming environment for both learning and recreation including assisting with the preparation and mounting of general and digital displays
- To perform any other duties within the general nature of the post by arrangement with the Librarian
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact



Additional	<ul style="list-style-type: none"> • To assist the Librarian in developing and promoting the fiction stock, especially Young Adult fiction • To assist in the organisation of the Library and maintaining signage to support students and staff in locating and accessing resources • To assist with regular stock editing under the direction of the Librarian to ensure that the collection remains relevant, accessible and inviting; supporting research and independent learning as well as reading for pleasure • To assist with an annual stock audit of the complete library collection • To support with ordering and purchasing of new stock as directed by the Librarian • To assist with Library Clubs and Activities as appropriate • To help devise, develop and support Library school-wide and external events, promotions and initiatives • To help create and update recommended reading lists for years groups and subject areas • To attend network and training meetings, conferences and/or workshops, when possible and where appropriate • Staff are responsible for their own professional development and together with their line manager are encouraged to identify courses which might address any areas for future growth
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March 2025

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
Preferable Skills and Personal Qualities	<ul style="list-style-type: none"> • Experience of working in either a Public or Senior School Library • Certification and/or practical experience of working in a library/ resource centre environment • Experience of working with young people • Effective communication skills • Good organisational skills • Good IT skills • Good research skills- the ability to select, organise and find materials • Motivated and able to work independently and as part of a team • Good general knowledge and excellent knowledge of literature and the latest fiction • Methodical approach with an attention to detail • An interest in books – reading for both research and recreation purposes • Enthusiasm for promoting the Library around the school and helping to develop the Literacy Policy between Departments 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of using Reading Cloud/ electronic library management systems • Familiarity with various resources and methods for researching (including using books, periodicals and online resources) • Creative flair with display • Past experience of arranging author talks/poetry readings; an interest in developing possible contacts in order to work towards the Pipers Literary Festival

