



# pipers corner SCHOOL

An independent day school for girls aged 4-18

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## Recruitment Pack

School Office 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 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 blue ink that reads "Mrs 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 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

### School Office Manager

**Full-time**  
**Required June/July 2025**

We are seeking an experienced office manager to oversee the running of the School office, including management of a small office team.

The successful candidate will have the ability to work under pressure to competing deadlines, along with excellent communication and ICT skills.

An application form can be obtained from the HR Department, email [hr@piperscorner.co.uk](mailto:hr@piperscorner.co.uk), or downloaded from our website [www.piperscorner.co.uk](http://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 | Friday 21 March 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><b>Job Title</b></p> <p>School Office Manager</p>	<p><b>Salary</b></p> <p>Competitive, dependent on experience</p>	<p><b>Working hours</b></p> <p>0800-1715 hours Monday to Friday Full-time Six weeks' annual leave (30 days)</p>
<p><b>Line managing (direct)</b></p> <p>Two School Office Administrators</p>	<p><b>Reporting to</b></p> <p>The Headmistress (via Head's PA)</p>	
<p><b>The Role</b></p> <p>To oversee and manage all aspects of the School Office.</p>		
<p><b>Responsible for</b></p> <p>A wide range of secretarial duties, ensuring the overall efficiency of the School Office and the two Office Administrators.</p>		



### Specific Responsibilities

Principal

- To manage and support the School Office Administrators to ensure that work is delegated and completed efficiently
- To type, format and distribute letters to parents on behalf of Heads of Department and teaching staff for all senior trips and events
- To manage the Operoo system for any in-school senior events i.e. Duke of Edinburgh
- To liaise with the Educational Visits Administrator and the Bursary regarding set-up of trips
- To collate, format and publish the weekly Senior School calendar to parents (TWA)
- To ensure all student queries are answered
- To administer Pipers Mail communications system
- To deal with a wide variety of telephone calls and emails, e.g. from parents, staff etc.
- To oversee the monitoring of the general School email address (TheSchool@)
- To ensure that the intranet calendar and room bookings are reviewed and authorised
- To attend whole Staff Meetings and take minutes when required
- To assist with handling incoming and outgoing mail and to handle mail during school holidays
- To deal with Post Franker Special deliveries, and staff charges to the Bursary/log staff post
- To maintain accurate fire lists for staff and assist in ensuring relevant documents are available in the event of a fire alarm
- To assist with set-up of Annual Open Days and Speech Day and other School Events
- To assist and support Office Staff with Parents' Evening set-up
- To have knowledge of and to support with Registration procedures
- To carry out any additional responsibility which the Headmistress may reasonably request from time-to-time
- To oversee and keep the Sign-In App updated for all stakeholders
- To liaise with HR and update all relevant Staff Fire, telephone, mail tray, sign-in lists accordingly
- To conduct performance reviews of School Office Administrators
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

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.





The following qualities are essential:

- Recent previous office management experience
- Experience of mentoring and supporting direct reports
- Ability to work under pressure and meet deadlines
- Energy and enthusiasm
- A calm and personable manner
- A methodical and expeditious approach to handling data
- Awareness of safeguarding requirements
- Discretion at all times, particularly when dealing with confidential matters
- High level of ICT competence
- Flexible approach to work and time

February 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*

