

**Gender Pay Report for April 2023**

**Introduction**

At Downe House we are committed to ensuring that all our staff are rewarded fairly for the work that they do, and that staff no matter what their gender, have the same access to all opportunities.

As a girls’ boarding and day school, we tend to attract more female employees than male employees. In April 2023 we employed 483 staff and our gender split across all staff groups was :

**356 female staff (74%) and 127 male staff (26%).**

We have both genders working in every department of the School in a wide range of roles.

We also have a high number of staff working in part time positions, particularly females who hold part time roles in a wide variety of departments including academic, pastoral, administrative, housekeeping and catering. We know that our part time ‘term time’ posts in particular are attractive to staff with childcare and other family commitments.

* **200 females work in part time positions (41% of our workforce).**
* **For part time males the number is significantly lower at 55 (11%).**

**Measuring the Gender Pay GAP**

There is a legal requirement for private and voluntary sector employers in England, Scotland and Wales with 250 or more employees to calculate their gender pay and gender bonus gaps each year. The findings must then be published in a prescribed format. The details in this report are at the ‘snapshot’ date of 5 April 2023 and we are required by legislation to report and publish on six key metrics.

* The difference in the **mean** pay of men and women, expressed as a percentage.
* The difference in the **median** pay of men and women, expressed as a percentage.
* The difference in **mean bonus pay** of men and women, expressed as a percentage.
* The difference in the **median bonus pay** of men and women, expressed as a percentage.
* The proportion of men and women who received bonus pay.
* The proportion of men and women in each of the four-quartile bands.

The gender pay gap measures the difference between men and women’s’ average earnings and is expressed as a percentage of men’s pay.

**Our Gender Pay Gap Data**

We collected data on the 5 April 2023, and our workforce consisted of 483 staff (356 female and 127 male).

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| Hourly Pay  | **Men’s earnings are:** |
| **Mean** gender pay gap in hourly pay | 9.9% higher  |
| **Median** gender pay gap in hourly pay | 16.9% higher  |

Like most other organisations, we can see that we have a gender pay gap at Downe House, so it is important for us to analyse the reason for this.

A high number of our female employees sit in the lower quartile (77% are women). These roles tend to be in the support functions of Housekeeping and Catering where women are often attracted to the part time/shift nature of the work due to their homelife/ family/ care commitments.

Looking at the Upper- middle and Upper quartiles it is pleasing to see that women are strongly placed in these quartiles and that many senior posts in the organisation are held by women.

Our gender pay is hovering around the same level as previous reports but we hope over time to be able to close the gap further as we continue to review some of our lower pay issues in the Support Departments.

It is important to also note that a gender pay gap does not necessarily mean that women are not receiving equal pay for equal work, as the gender pay gap and equal pay are entirely different concepts.

At Downe House, we utilise clear pay scales for most of our roles. This means that the level of pay is standard for the role whatever the gender of the employee.

**Bonus Pay**

At Downe House we believe that everyone should be rewarded fairly for the work that they do through their basic salary and we do not have a strong culture of offering bonus pay or performance related pay other than in exceptional circumstances or for specific projects. The number of staff receiving bonus pay is very small and in the reference period, only 13 staff (2.7% of our total workforce) received such a payment. When looking at the gender of all the staff receiving a bonus payment, of the 13 staff , 9 were female (69%) and 4 (31%) were male.

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| Percentage of employees who received bonus pay |
| Of all male staff employed in the School | 3.1% received a bonus (4 employees) |
| Of all female staff employed in the School | 2.5% received a bonus (9 employees) |

We have also looked at the size of the bonuses that staff of both genders have received. As the group of staff receiving a bonus is so small, it is clear that only one or two larger bonus payments for specific projects or achievements can affect the figures quite significantly, but this year for the first time the gender pay gap for bonus payments is in favour of our female employees. (women received higher bonus payments that men).

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| Bonus Pay  | **Women’s bonus earnings are:** |
| Difference in **mean** bonus payments | 88.2 % higher |
| Difference in **median** bonus payments | 60% higher |

**Action Points**

The requirement for Gender Pay Gap reporting will help us to see where action to help close the gender pay gap is most needed.

* We will be reporting on our gender pay gap on an annual basis so will be tracking trends carefully.
* We will continue to monitor pay and ensure that there is no bias towards either gender from the point of recruitment through to progression opportunities.
* Our employee’s salary and benefits packages will be compared to the external market and reviewed where necessary.
* We will continue to offer flexible working opportunities where feasible to staff at all levels in the organisation, and monitor take -up and effectiveness in the various pay quartiles.
* Through our graduate programme we will continue to look at ways of developing the careers of young people, and in particular young women.
* We will continue to provide access to coaching support for managers or potential managers in the School with a particular focus on supporting women who wish to develop in a management / leadership role.
* We will continue to review and where possible improve salaries for staff in the lower quartile.
* Where bonus pay applies, we will ensure that any payment is closely aligned to the achievement of specific objectives and targets.

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