



# GENDER PAY REPORT

April 2024



Downe House



# INTRODUCTION

## Our Commitment

At Downe House, we seek to uphold a culture in which all members of our community are respected and valued as individuals. We are deeply committed to ensuring that all members of staff at the School feel welcomed, are supported in their roles, and have the opportunity to flourish and progress - regardless of background, ethnicity, gender, gender identity, sexual orientation, or any other personal attributes.

Equal pay - achieved through an equitable pay base for women and men - is grounded in our values, as is a determination to ensure that all staff are rewarded fairly for the work that they undertake.

We firmly believe that respecting and rewarding staff is crucial in creating a stimulating, caring and forward-thinking environment in which our organisation can fulfil its mission: to provide a world-leading education for girls.

There is no complacency in our approach to staff recruitment, retention, and advancement: we fully recognise that there are challenges at an individual and organisational level in all these areas. To ensure that we are doing the very best for our staff - and therefore our pupils - we monitor data, develop initiatives and encourage innovative ideas to improve the workplace and the opportunities we are able to offer.

## Our Staff Gender Split

As a girls' boarding and day school, we typically attract more female than male employees, but both genders are represented in a wide range of roles and within every department of the School.

In April 2024, the School had 487 employees, with the following gender split:

**365 female staff (75%) / 122 male staff (25%)**

## Part-time Roles:

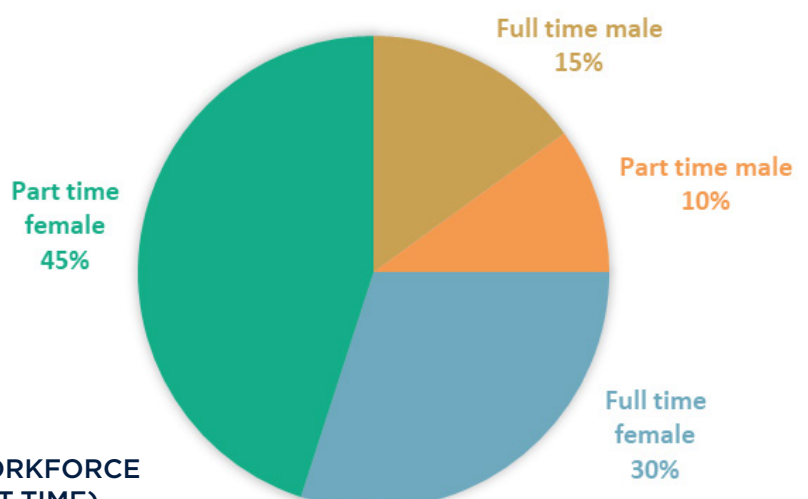
We have a high number of staff working in part-time positions across a variety of departments including Academic, Pastoral, Administrative, Housekeeping and Catering. We know that our part-time 'term-time only' posts are particularly attractive to staff with childcare and other family commitments.

## Gender split in part-time roles:

**218 female staff  
(45% of workforce)**

**47 male staff  
(10% of workforce)**

**BREAKDOWN OF WORKFORCE  
(FULL-TIME & PART-TIME)**



# REPORTING ON 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 make an annual calculation of their gender pay and gender bonus gaps. The findings must then be published in a prescribed format to include 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

We collected data on 5 April 2024, and our workforce consisted of 487 staff (365 female and 122 male).

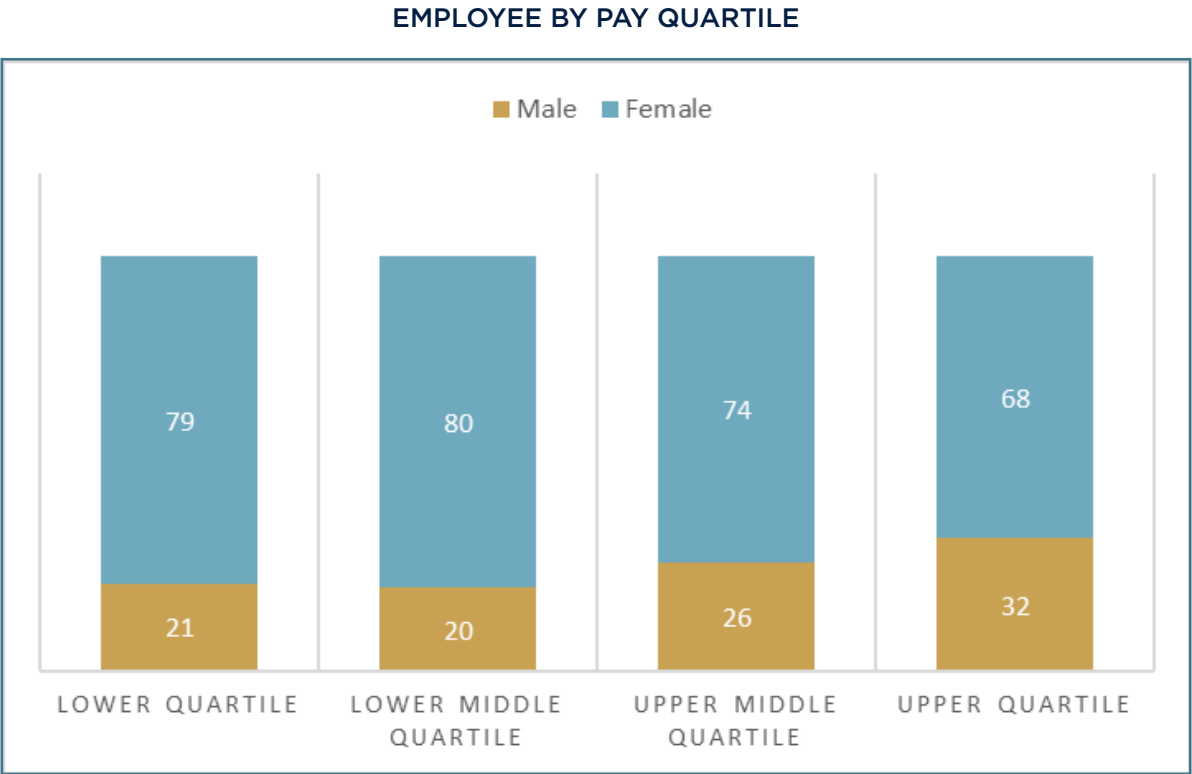
Hourly Pay	Men’s earnings are:
Mean gender pay gap in hourly pay	11.8% higher
Median gender pay gap in hourly pay	25.2% higher

We recognise that, like many other organisations, Downe House has a gender pay gap. As a girls’ school with a commitment to champion young women, this appears contrary to our values, however analysis of the data adds explanation which we believe to be reassuring.

The nature of our organisation adds immediate context: being a school for girls has an inevitable and understandable impact on our staff gender balance, and the nature of the roles undertaken by staff influences the balances within salary brackets.

**It is important to note that our gender pay gap does not mean that women are not receiving equal pay for equal work. At Downe House, we utilise clear pay scales for the majority of our roles. This means that the level of pay is standard for the role, regardless of the gender of the employee.**

# UNDERSTANDING OUR FIGURES



## Salary Brackets

**Lower Quartile:** a high number (79%) of our female employees sit in the Lower Quartile of the pay scale. The roles within this bracket are largely within the support functions of Housekeeping and Catering which offer part-time/shift opportunities and often attract women who may have home, family or care commitments.

**Lower Middle Quartile:** A similar pattern exists in the Lower Middle Quartile of the pay scale, where 80% of staff are women. Many Administrative and Pastoral positions sit within this bracket: these posts are often part-time, and as the Pastoral roles focus on care and support for girls in their boarding houses, this work appeals to female staff.

**Upper- Middle and Upper Quartiles:** These brackets within the pay scale include many academic and senior positions in the School, and it is encouraging to see that women are strongly placed within these quartiles.

## Progress

Our gender pay is around the same level as in previous reports, but we aim to be able to close the gap further over time as we continue to review some of the lower pay structures in the Operational Departments.

# BONUS PAY

We believe that everyone should be rewarded fairly for the work that they do through their basic salary, and Downe House does not have a culture of bonus payments 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 report reference period, only 12 staff (2.5% of the total workforce) received such a payment. When looking at the gender of the individuals who received a bonus payment, 9 (75%) were female and 3 (25%) were male.

PERCENTAGE OF EMPLOYEES WHO RECEIVED BONUS PAY	
Of all <b>male staff</b> employed	2.5% (3 employees)
Of all <b>female staff</b> employed	2.5% (9 employees)

We have also looked at the size of the bonuses received by these 12 members of staff. With such a small group, it is important to interpret the figures with care: one or two larger bonus payments can affect the figures significantly. However, for the second concurrent year, the gender pay gap for bonus payments shows an advantage to our female employees, with women receiving higher bonus payments than men.

BONUS PAY	WOMEN’S BONUS EARNINGS ARE:
Difference in <b>mean</b> bonus payments	120% higher
Difference in <b>median</b> bonus payments	66.6% higher

# ACTION POINTS

The requirement for Gender Pay Gap reporting helps us to identify where action aimed at closing the gender pay gap is most needed.

## Monitoring and Reporting

- We will report on our gender pay gap on an annual basis, allowing us to track trends carefully.
- We will continue to monitor pay and ensure that there is no bias towards either gender: this applies to salaries at the point of recruitment, and through progression opportunities.
- Our salary and benefits packages will be compared to the external market and reviewed where necessary.

## Structural

- We will continue to offer flexible working opportunities, where feasible, to staff at all levels in the organisation, and we will monitor uptake and effectiveness in the various pay quartiles.
- 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.

## Career Support

- Through our Graduate and Apprenticeship programmes, we will continue to support the career development of young people, and in particular young women.
- We will continue to support academic staff who are in the first years of their teaching careers by partnering them with a more experienced colleague to act as a mentor.
- 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 advance their careers in a management / leadership role.

## GOVERNMENT PUBLISHED REPORTS

The current and previous years' Gender Pay Gap Data for Downe House can be viewed [HERE](#)



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