



Downe  
House



# GENDER PAY REPORT

April 2025

# INTRODUCTION

At Downe House our pay philosophy commits to ensuring that all our staff are rewarded fairly for the work that they do, regardless of gender. We aim to create equitable access to opportunities and avoid pay disparities.

As a girls' boarding and day school, we tend to attract more female employees than male employees. In April 2025 we employed 455 staff and our gender split across all staff groups was 74% female and 26% male.

We have both genders working in almost 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 roles in a wide variety of departments including academic, pastoral, administrative, housekeeping and catering. We know that our part time 'term time only' posts in particular are attractive to staff with childcare and other family commitments. Across our workforce, 43% of females and 8% of males have part time positions.

## MEASURING THE GENDER PAY GAP

There is a legal requirement for us to calculate and publish our gender pay and gender bonus gaps each year. The details in this report are as of the 'snapshot' date of 5 April 2025, 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

The data collected on 5 April 2025, showed the following in comparison to last year:

APRIL 2025			APRIL 2024		
Total Staff	Female	Male	Total Staff	Female	Male
455	335	120	487	365	122
100%	74%	26%	100%	75%	25%
Full Time Staff	138	83	Full Time Staff	146	73
Full Time as %	30%	18%	Full Time as %	30%	15%
Part-Time Staff	197	37	Part-Time Staff	218	47
Part-Time as %	43%	8%	Part-Time as %	45%	10%
Mean Gender Pay Gap		4.62% higher	Mean Gender Pay Gap		11.8% higher
Median Gender Pay Gap		16.18% higher	Median Gender Pay Gap		25.2% higher
Lower Quartile	75%	25%	Lower Quartile	79%	21%
Lower Middle Quartile	77%	23%	Lower Middle Quartile	80%	20%
Upper Middle Quartile	71%	29%	Upper Middle Quartile	74%	26%
Upper Quartile	70%	30%	Upper Quartile	68%	32%
Bonus Pay	6	1	Bonus Pay	9	3
Bonus Pay as %	86%	14%	Bonus Pay as %	75%	25%

The mean gender pay gap shows the overall difference in average hourly earnings. In 2025, men at Downe House earned approximately 4.62% higher than female colleagues.

The median gender pay gap for hourly pay tells us the difference between the ‘middle earning’ man and the ‘middle earning’ woman at Downe House. The median gender pay gap is 16.18%, showing that the typical woman earns 16.18% less per hour than the typical man.

There is a small gender pay gap at Downe House, in line with the national trend. However, it is important for us to analyse the reason for this. As a Girls’ School that champions young women, this may appear disappointing but on closer scrutiny we can understand that there are many reasons for this.

75% of our female employees sit in the Lower Quartile. These roles tend to be in the support functions of Housekeeping, Catering and Exam Invigilation. Women are often attracted to the part time/shift nature of this work due to their homelife, family or care commitments. Support staff pay is reviewed twice a year: in April to ensure it is in line with the National Living Wage, and in September as part of the annual salary award.

We see a similar pattern in the Lower Middle Quartile where 77% of the staff are women. Many administrative positions sit in this quartile, as do many pastoral roles. Pastoral positions involve providing care and support for girls in the boarding setting at certain times of the day, and are therefore part time. The nature of the work tends to attract female staff.

Looking at the Upper Middle and Upper Quartile it is encouraging to see that women are strongly placed in these quartiles and that many academic, and senior positions in the organisation are held by women.

It is important to also note that Downe House's gender pay gap highlights a difference in our workforce composition, and does not represent unequal pay for the same work.

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 the end of each academic year we offer a small number of bonuses to celebrate major contributions; this is a tangible way to reward staff for their hard work and dedication to achieving key targets or major projects. The number of staff receiving bonus pay is very small and in the reference period, only 7 staff (1.5% of our total workforce) received such a payment. Of the 7 staff, 6 were female and 1 was male.

This year, for the second, year running the gender pay gap for bonus payments is in favour of our female employees, with more women receiving a bonus and also higher bonus payments than men.



# ACTION POINTS

The requirement for annual Gender Pay Gap reporting helps us to monitor changes and trends over time and ensure that bias and pay gaps are avoided from the point of recruitment through to progression opportunities.

- Our employees' salary and benefits packages is regularly compared to the external market and reviewed where necessary.
- Where feasible, we continue to offer flexible working opportunities to staff at all levels in the organisation, across the various pay quartiles.
- Through our apprenticeship and graduate programmes, we endeavour to look at ways of developing the careers of young people, and in particular young women.
- We provide access to coaching support for current and aspiring new managers in the School, and provide support to women who wish to develop in a management / leadership role.
- We continue to review and, where possible, improve salaries for staff in the Lower Quartile.
- Bonus pay is applied to the achievement of specific objectives and targets in line with the School Development Plan.

A comparison of our data from previous years assures us of a positive evolving landscape in which the gender pay gap is closing significantly. This downward trend is due to the following:

- A slight reduction in the % of women in the Lower Quartile
- A slight reduction in the % of women in the Lower Middle Quartile
- A slight increase in women in the Upper Quartile.
- The continued increase in the National Living Wage has meant that the gap has been closing between our lowest paid staff (generally in our Housekeeping and Catering departments where the gender profile is predominantly female) and other staff groups.

**We feel confident that our data reflects a positive trend in reducing the gap and our ongoing investment in ensuring pay equity and developing new talent, particularly women at all levels within the School.**

## GOVERNMENT PUBLISHED REPORTS

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