

Creating the Future



THORPE HOUSE SCHOOL

AN INDEPENDENT SCHOOL FOR BOYS

WELCOME



Thorpe House School is a thriving boys' independent day school in Gerrards Cross, Buckinghamshire. The School provides its 300 pupils with an education tailored to the way boys learn best. It is a truly unique school in the local area, offering boys a bespoke learning journey.

Thorpe House School is forward-looking, thriving and inclusive.

A Christian-based ethos underpins the School's nurturing environment. Kindness, compassion, respect, politeness, and resilience are traditional Thorpe House values. The School invests a high level of care and attention in every pupil and instils the boys with a love of learning. It has a caring family atmosphere, with a welcoming staff who work closely in partnership with parents to ensure that the boys achieve their best. Excellent teaching, small class sizes and a learning environment where boys are known by their teachers, guarantees the best opportunity for each pupil to fulfil his potential.

The boys generally achieve GCSE grades above those predicted, many of them excellent, and by the time they leave, are well prepared to cope with the many and varied challenges of modern life. Thorpe House School's educational approach encourages the boys to become responsible members of their local and global community. The staff are committed to providing the boys with the guidance and support they need to succeed.

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Our HISTORY



Steeped in history, the School was founded in 1923 by Cyril Averill. Originally sited in Queensway, the School moved to its present site in 1925. The former Poet Laureate, Sir John Betjeman, was for a time the School's Master in Charge of Cricket. The Pre-Prep was established in 1964 and in 1985 the School became a Charitable Educational Trust. In 2006, with great success, the School extended its age range to 16.

In 2023/24 the School will mark its centenary and welcome Year 12 pupils into its new co-educational sixth form which opens in September 2024.

Our LOCATION



Gerrards Cross is a wonderful place to live and work. It has an abundance of green space for cycling and walking, notably the beautiful Gerrards Cross Common. The town has a friendly community feel and it is consistently rated as one of the most sought-after locations close to London. The centre of London is only a 20-minute train journey. The Chiltern Railway also serves Aylesbury, High Wycombe, Bicester, Stratford-upon-Avon and Birmingham.

Pastoral Care

It is very evident that positive relationships exist between all members of the School community. Every boy is made to feel that he is an important member of the School, allowing his learning to flourish and an independence of thought to grow within him. The staff are committed to doing the very best for the boys in their care; all pupils feel valued. Pastoral care at Thorpe House is excellent and the boys know that their teachers demonstrate concern for them and readily listen to their views.

Aims

The School aims to educate and develop each pupil to the highest standard. When a boy leaves Thorpe House, the School is determined that he has the attributes to be a curious, independent and creative learner. The School encourages the boys to become risk takers who can reflect upon their ideas and use them to problem solve. Thorpe House School boys have well-developed personalities, are self-confident, and show consideration for others. The School strives for its boys to be culturally aware, spiritually fulfilled, and content with life whilst retaining a high self-esteem and a positive regard for themselves.



Governance and Leadership

The School is administered by dedicated and hardworking trustees who have a clear understanding of the School; they work hard to ensure that the School stays true to its ethos. They offer a wide range of effective skills to support the Head and the School. As a result, the School benefits from outstanding leadership. A clear and well-communicated vision for the future is supported by the Governing Body and a committed Senior Leadership Team. All those involved at the School aim to create a caring, learning environment for the boys. The Senior Leadership Team currently comprises the Headteacher, Deputy Head, Director of Studies, Head of Lower School and Finance Manager. Mr Simon McCallion formally joined the school as Head of Sixth Form on 1st September 2023.

Our SECTIONS

Lower School is a vibrant, inclusive and very happy place to learn. Small classes and teachers with experience throughout Early Years and both Key Stage 1 and 2 ensure a high level of care and attention to every boy. Lower School boys are encouraged to embrace the values of kindness, friendship and respect, alongside perseverance and a love of learning.



In the Middle School, the aim is to create an environment where every pupil's academic needs are met, challenged and stretched on a daily basis. We want all pupils to realise not only their level, but also to appreciate what the next steps are and ensure that they are motivated to take those steps.

In the Upper School, the aim is to provide excellent teaching in a small school environment, preparing the boys for tomorrow's world and their next step in education. We seek to challenge, inspire and inculcate a lifelong love of learning whilst also developing the key attributes of intellectual curiosity, independent thinking and learning, resilience, respect and leadership.



The School will be opening a co-educational sixth form in September 2024 and is very excited by the opportunities which this venture will offer for both staff and pupils.

JOB DESCRIPTION

Director of Finance and Commercial Operations

Key member of the SLT

Reports to: Headteacher

A competitive package of remuneration is available

Strategy

- In conjunction with the Headteacher and Board of Governors, develop the long-term financial strategy to achieve the School's vision, aims and ethos; work in close partnership with the Headteacher and the SLT to implement the strategic plan, particularly in respect of finance and support operations
- Contribute beyond the core functions of the School's finance and operations brief as a business planner and commercial thinker, ensuring that the School seizes commercial opportunities and adapts to the rapidly evolving external landscape presents educationally, politically and economically

Leadership and Management

- Lead by example: be an inspiring leader of staff, coach and support, facilitate and encourage strong working relationships between the teaching and support staff; be fully involved in, and supportive of all aspects of the operations of the school
- Ensure that all finance and operations staff are properly appraised and supported in line with the School's Professional Development Review process
- As a member of the SLT, attend and participate in School events and activities and be available for holiday cover and emergency contact as necessary

JOB DESCRIPTION

Finance

- Advise the Headteacher and Board of Governors on all matters relating to financial strategy to ensure the long-term stability of the School, the impact of their decisions on the School's financial position and commercial matters
- Deliver financial results as agreed by the Headteacher and Board of Governors: ensure effective finance and resource management
- Prepare the annual budget and 3 and 5 year plans; forecast and manage cash flow and asset management within the budget and 3 and 5 year plans.
- Provide the Headteacher and Board of Governors with appropriate regular, accurate and timely information about the School's finances, accounts and cash flow forecasts, budget and variance reports as required
- Advise the Headteacher and Board of Governors on investment and financial policy, including tax, AT and benefits in kind, preparing feasibility studies for potential projects and the future development of the School
- Prepare the statutory accounts and ensure the audit is completed on time; ensure a robust and effective system of internal controls, including fraud prevention and internal auditing
- Ensure the invoicing and collection of all income
- Ensure fair but robust debtor management, including meeting with parents when necessary; liaise with parents regarding means-tested bursaries and make recommendations for awards based on conclusions from this
- Analyse school fees and costs, including benchmarking, and work with the Headteacher and Board of Governors to set fee levels and provide insight into the School's pricing strategies

JOB DESCRIPTION

- Advise the Headteacher and Board of Governors on borrowing requirements, manage debt and ensure compliance with any covenants
- Manage relationships with key external services, including the bank, auditors, lawyers and insurers
- Manage effective procurement arrangements; review and negotiate to ensure best value
- Ensure that GDPR and data protection practices remain compliant and that our IT systems as well as paper-based systems support that compliance
- Managing Government funding of Early Years
- Sit on the Finance Committee, and be the point of contact for the Chair of the Finance Committee
- To be ISBA/ISI/IAPS/ISC/Bucks County Council point of contact sharing policies and relevant information that pertain to this role
- Manage council tax and business rates including rebates where appropriate
- Ensure Companies House and Charities Commission online filing is accurate and up to date

Buildings, Facilities and Transport

Work with the Deputy Headteacher and Operations Manager to:

- negotiate and manage energy and utility contracts
- Oversee capital projects, including the feasibility, design, specification, planning, tendering and delivery, to cost, time and quality, including overseeing the work of external contractors

JOB DESCRIPTION

- Oversee, communicate and enact the School Travel Plan
- Ensure that communication relating to this role - external and internal - is timely and clear in written, spoken and electronic format; manage the internal and external telephone/telecommunication networks

Governance, Compliance and Risk Management

- Act as Company Secretary; ensure the School complies with all company and charity laws
- Attend and contribute to meetings of the Board and sub-committees as required
- Ensure appropriate data protection policies and procedures are in place and champion their application throughout the School
- Work with the Headteacher, SLT and staff to ensure compliance with all applicable laws and regulations, ensuring policies and procedures are in place
- Identify, assess and manage risk, including management of the risk assessment process and Risk Register
- Ensure that the School has appropriate insurance cover for all key insurable risks
- Lead on critical incident planning, business continuity and financial planning to ensure that the School is well prepared for any crisis

Commercial Activities

- Maximise income from commercial activities, building on existing arrangements and exploiting new opportunities where possible, consistent with the School's ethos



TERMS & CONDITIONS OF APPLICATION

This is an all year round position from 1st August 2024

As well as working in a happy, committed school with committed colleagues, engaged parents and supportive parents, Thorpe offers the following:

- Excellent pension scheme with death in service benefit as part of a package of extensive benefits and remuneration
- Regular Staff Social Events
- A proactive and caring network of support staff across the school
- Free lunches plus staffroom snacks and tea/coffee
- Access to counsellor
- Fee remission for children of staff reciprocal at St. Mary's
- Fantastic levels of job satisfaction
- Potential for further flexible working options
- Regular professional development opportunities

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Our APPLICATION PROCESS



1

To apply, please return a completed application form and covering letter to Mrs Funmi Obamakin, HR Officer, at f.obamakin@thorpehouse.co.uk by 9am, 15th July 2024.

We would encourage early applications as we reserve the right to appoint at any time during the recruitment process.

A copy of the School's recruitment policy, safeguarding policy and privacy notice are available at www.thorpehouse.co.uk/career-opportunities



2

In the formal interview candidates will give a presentation with Q&A, there will be an in-tray exercise, and an interview with SLT and Governors. Each candidate will also participate student interviews,



3

References of shortlisted candidates will normally be taken up prior to interview. In the interests of safeguarding and child protection, we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the application form.

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any appointment made will be subject to child protection screening including checks with past employers and the Disclosure and Barring Service.

Thorpe House School is an Equal Opportunities employer.

Meet OUR TEAM



Mr Jake Burnett
Headteacher



Mr Sean Day
Deputy Head



Mrs Sue Jenkin
Director of Studies



Mr Simon McCallion
Head of Sixth Form

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The Thorpe Way

This core set of values defines who we are as a school; we show these qualities every day in class, out of school, and as members of the Thorpe Community. Being consistent in our approaches and attitudes will help us to be happy, hard-working and successful, so that we can all do our best and take pride in our achievements.

We are:

T: Truthful

We always:

- Show integrity in words and deeds
- Make the correct decisions, with thought and care
- Take ownership of our learning and behaviour with accountability for actions and outcomes
- Demonstrate responsibility for our actions and in what we say
- Show honesty and courage at all times

H: Helpful

We always:

- Assist those in need without being asked
- Hold doors open and step aside as necessary
- Queue up sensibly and respectfully
- Look after our school environment and keep all areas tidy
- Demonstrate we are positive role models within our community

O: Organised

We always:

- Take pride in our appearance
- Manage time, tasks and information effectively and productively, including keeping a record of homework and completing it to the best of our abilities
- Recognise when technology is a distraction and when it is appropriate (or not) to use a device
- Bring the correct equipment to class
- Plan, prioritise and take action to achieve personal goals

R: Resilient

We always:

- Demonstrate preparedness to learn and contribute to a positive environment
- Learn from our mistakes as well as taking risks
- Concentrate and remain focused in class
- Show we are ready to ask and answer questions
- Show respectful confidence and no fear of making mistakes

P: Polite

We always:

- Use language that is appropriate and respectful, remembering to use 'please' and 'thank you'
- Make eye contact and respond positively to others
- Speak clearly and appropriately, knowing that slang and profanity are never tolerated
- Show respect to classmates, students, staff and visitors both at school and offsite
- Move calmly and in an orderly way around the school

E: Empathic

We always:

- Treat others the way we wish to be treated
- Regulate emotions appropriately and carefully
- Take pride in the successes and achievements of others
- Show kindness and care for everyone in the school community
- Respect the beliefs, feelings, views and cultures of others



Creating the Future

let's get in touch

Thorpe House School
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