

Creating the Future



THORPE HOUSE SCHOOL

AN INDEPENDENT SCHOOL FOR BOYS

WELCOME



Leading Independent school based in Gerrards Cross, Buckinghamshire.

Our Thorpians have gone on to be leaders, entrepreneurs, scholars, athletes and artists, to name but a few. Whatever the future holds for our boys aged 4-16, we support, challenge and empower each unique individual to explore their passions, develop their talents and fulfil their ambition.

September 2024 saw our brand new co-educational Sixth Form launch in the heart of Gerrards Cross, offering young men and women first class teaching with an emphasis on academic achievement, the development of key life skills, leadership and exploration, extended pastoral care, and bespoke university and careers guidance.

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 child achieve their best. Excellent teaching, small class sizes by design and a learning environment where students are known by their teachers, guarantees the best opportunity for each pupil to fulfil his potential.

The staff are committed to providing the boys with the guidance and support their 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 marked its centenary and welcomed Year 12 pupils into its new co-educational sixth form 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 child is made to feel that they are an important member of the School, allowing their learning to flourish and an independence of thought to grow within them. The staff are committed to doing the very best for the students in their care; all pupils feel valued. Pastoral care at Thorpe House is excellent, and the students 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 students to become risk takers who can reflect upon their ideas and use them to problem solve. Thorpe House School students have well-developed personalities, are self-confident, and show consideration for others. The School strives for its students 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, Head of Sixth Form and Finance Manager.

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 students are encouraged to embrace the values of kindness, friendship and respect, alongside perseverance and a love of learning.

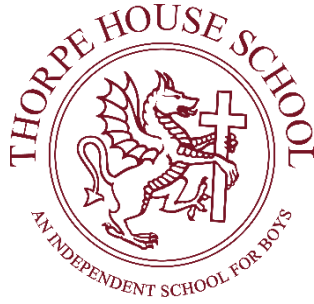


In the Middle School (Year 7-8), the aim is to create an environment where every pupil's academic needs are met, challenged and stretched on a daily basis. We want all pupils to realise not only their level, but also to appreciate what the next steps are and ensure that they are motivated to take those steps.

In the Upper School (Year 9-11), the aim is to provide excellent teaching in a small school environment, preparing the students 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.



In the heart of Gerrards Cross, our Sixth Form offers young men and women access to first-class teaching, with an emphasis on academic achievement, the development of key skills, leadership and exploration, extended pastoral care, and bespoke university and career guidance.



JOB DESCRIPTION FOR THE ROLE OF RECEPTIONIST – FIRST AID SUPPORT

LINE MANAGER: DEPUTY HEAD

OVERALL PURPOSE OF THE JOB

To provide a professional and welcoming front-of-house service for the school, ensuring smooth day-to-day operations at reception. The role involves handling communications, assisting staff, students, and visitors, and managing administrative tasks efficiently. Additionally, the receptionist will provide first aid support when required.

Reception Duties

- Answer and transfer telephone calls, responding to general inquiries about school events and daily operations.
- Take messages and forward them via email to the relevant person.
- Welcome visitors, verify their identity, issue identification badges, and explain fire safety regulations.
- Manage the front entrance, admitting visitors and signing for deliveries.
- Accept and distribute pupils' personal belongings brought in by parents.
- Liaise with the Caretaker and Gap Year student to ensure prompt distribution of deliveries.
- Monitor pupil attendance, identify absentees, and contact parents of unaccounted-for students.
- Handle pupil queries and manage access to the school office to minimise disruption.
- Collect, collate, and distribute paper returns for school letters.
- Maintain signing in/out registers for pupils, staff, mobile phones, and issued keys.

Administrative Duties

- Produce and distribute lunch menu sheets.
- Place and manage administrative stationery orders.
- Manage student safe bus queries and travel arrangements.
- Maintain school club registers.
- Send reminders to parents and staff about school events via ParentMail.
- Assist with SchoolCloud bookings for parents' evenings.
- Order all school stationery.
- Oversee lost property management.

Additional Responsibilities

- Support pupil and staff wellbeing.
- Regularly review the attendance of pupils and report any concerns to the Deputy Head
- Provide first aid cover for the medical lead when necessary.

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



TERMS & CONDITIONS OF APPLICATION

This is a full time, permanent term position from August 2025.

The School offers many benefits such as

- 1) Excellent working conditions including small classes, motivated students and supportive parents
- 2) A generous and flexible individualised pension scheme
- 3) Excellent remuneration levels, reviewed each year
- 4) Opportunities for promotion and individualised professional development
- 5) Free, high quality catering, including lunches when the school is in session
- 6) Free on site parking
- 7) Opportunities for flexible working, based on individual circumstances
- 8) Generous fee remissions following an agreed probationary period

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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 funmi.obamakin@thorpehouse.co.uk. The closing date for receipt of applications is 9am on Friday, 6th June. Early applications are encouraged 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

Candidates will be expected to complete an in tray exercise as part of the interview process. In the formal interview there will be questions investigating the applicant's attitude to safeguarding issues.



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.

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



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let's get in touch

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