Creating the Future



Thorpe House School

Gerrards Cross | est. 1923

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 3-18 (plus girls in the Sixth Form), we support, challenge and empower each unique individual to explore their passions, develop their talents and fulfil their ambition.

Our new co-educational Sixth Form in the heart of Gerrards Cross, offers 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 all part of 'The Thorpe Way'. The School invests a high level of care and attention in every pupil and instils 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

At our Prep School, academic excellence is at the heart of a tailored curriculum from Nursery to Year 6. We combine classroom learning with practical experiences, including Forest School, swimming, games, trips, and a broad co-curricular programme. With personalised learning and a focus on wellbeing and belonging, we aim to inspire a lifelong love of learning and prepare pupils for future success.





As students transition from prep to Senior 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.

As they move through Senior School, we 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.

HR Manager

Thorpe House School – Gerrards Cross, Buckinghamshire

Contract: Permanent

Working arrangements: Part-time and/or flexible working arrangements will be considered.

Thorpe House School is seeking an experienced, approachable and organised HR professional to join our team.

This is a varied role supporting all aspects of HR across the School, working closely with the Headteacher and Senior Leadership Team to ensure that staff are supported and HR processes are managed effectively.

Key responsibilities include:

- Managing recruitment, onboarding and safer recruitment processes.
- Maintaining the Single Central Register and ensuring HR compliance.
- Advising on employee relations matters, including absence management, probation, performance and disciplinary procedures.
- Preparing contracts, employment correspondence and maintaining personnel records.
- Reviewing HR policies and ensuring compliance with employment legislation.
- Coordinating staff training and working with the Finance team on payroll-related matters.

We are looking for someone who has strong generalist HR experience, excellent communication and organisational skills, and the confidence to work independently. A good understanding of employment law is essential, while experience within an educational setting and knowledge of safer recruitment would be particularly beneficial.

We recognise the importance of work-life balance and are happy to consider part-time and/or flexible working arrangements for the right candidate.

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to appropriate pre-employment checks, including an enhanced DBS check.

Thorpe House School is an equal opportunities employer.



TERMS & CONDITIONS OF APPLICATION

The School offers many benefits such as:

1) A generous and flexible individualised pension scheme
2) Excellent remuneration levels, reviewed each year
3) Opportunities for promotion and individualised professional development
4) Free, high quality catering, including lunches when the school is in session
5) Free on site parking
6) 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 Mr Jake Burnett, at jake.burnett@thorpehouse.co.uk. The closing date for receipt of applications is 9am on Monday, 18th January. 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 exercies as part of the interview process. In the formal interview there will be questions investigating the applicant's attitude to safer recruitment.



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

Senior Deputy Head



Mrs Paula Procopi

Deputy Head



Mrs Victoria Pidwell

Head of Prep



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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