

# Norwich School

## Gender Pay Gap Report – April 2020



### Commentary

In order to recruit a diverse mix of candidates, in our adverts we use gender neutral language and advertise through a variety of local and national channels. We use a structured shortlisting process based on a scoring system using the job description and person specification. We also ensure that all shortlists contain both female and male applicants.

As part of the interview process candidates are expected to perform standard tasks similar to those that they would be expected to carry out in the role and the interview questions are structured and consistent across the candidates.

Internal promotion opportunities are communicated across the whole school and then our normal recruitment processes applied.

Our recruitment selection panels are made up of both male and female staff.

Where possible and without affecting the operations of the school we offer flexible working through part time and term time working.

We offer enhanced maternity pay, encourage the take up of paternity leave and shared parental leave and promote 'keeping in touch' days.

We are satisfied that we pay the same rate for the same role, regardless of gender and believe firmly in equal pay for equal roles.

Support staff roles are paid at an hourly rate appropriate to the evaluation of the role and not the person carrying out the role. These roles are evaluated by content criteria and benchmarked against local competitors regardless of gender.

Teaching staff are all paid according to a salary scale dependent on years teaching experience and not gender.

We are pleased to report an improvement in the Mean and Median percentages. The most significant difference between male and female workers is in the lower quartile where the majority of the roles are administrative.

### Calculations

Gender Pay Gap	
Mean Gender Pay Gap	6.4%
Median Gender Pay Gap	21.6%

Gender Quartile Percentages				
	Upper Quartile	Upper Middle Quartile	Lower Middle Quartile	Lower Quartile
Female	52.94%	45.88%	54.12%	61.18%
Male	47.06%	54.12%	45.88%	38.82%

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Norwich School does not offer bonus payments to its staff.

Prepared by: Sharon Coles, Head of HR, Amanda Smith, Finance Manager and Colin Evans, Bursar

Signed by: Patrick Smith, Chairman of the Council of Management

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'P. Smith', written over a horizontal line.

Date: \_\_\_\_\_

27/4/2021