



GATEWAY SCHOOL

— GREAT MISSENDEN —

School Office Administrator - April start

*Part-time 10.5 hours per week (Tuesday, Wednesday, Thursday 1pm-4.30pm)
Term time (plus up to 8 days of flexible working during the school holiday period)*

Would you like to join a welcoming and bustling school environment? Do you enjoy working as part of a successful team? Then we would love to hear from you regarding our School Office Administrator opportunity.

We are looking to appoint an enthusiastic, professional and highly organised person to join our friendly and supportive team. The post holder will be the first point of contact for visitors to the school and the focal point for parent enquiries, either face-to-face or by telephone or email. Excellent administrative, interpersonal skills and a positive disposition are essential.

You should:

- Present a professional yet welcoming and approachable persona to visitors
- Possess excellent communication skills, being able to communicate on all levels
- Deliver a high standard of service to the school community
- Prioritise workload, multi-task and keep calm under pressure
- Be proactive with the ability to work on your own initiative
- Have excellent IT skills, and a willingness to develop IT knowledge further
- Actively encourage and support colleagues

Prior experience of working in a busy office environment is preferable.

Please visit our website www.gatewayschool-bucks.co.uk for more information about the school. Please complete the application form and return by email to: recruitment@gatewaysch.co.uk

Closing date for applications: midday Thursday 20 March

Interviews will be held shortly w/c Monday 24 March

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.

Gateway School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to references and a Disclosure and Barring Service Check.

Gateway School, 1 High Street, Great Missenden, **Bucks HP16 9AA**

Tel: 01494 862407 **Head Teacher:** Sam Selby, BA Hons PGCE

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JOB DESCRIPTION

School Office Administrator

To help provide an effective, efficient and welcoming office environment for our staff, children, parents and visitors.

Reporting to: PA to Headteacher

Main purpose of the job

Administrative duties; promoting a warm and welcoming environment; promoting and supporting effective communication within school and with parents and other stakeholders, promoting and supporting effective day-to-day organisation within the school.

Key Responsibilities

To support the Headteacher and school staff to undertake administrative and organisational processes as required; ensure the smooth running of the school office; use initiative and manage role with limited supervision, specifically:

- act as first point of contact for visitors, parents and pupils – both in person and by telephone, in a courteous, professional, calm and friendly manner
- supporting pupils and staff with their enquiries to the School Office, following up on any actions as required
- answering incoming telephone calls taking appropriate action to ensure the callers needs are met or queries answered
- undertaking the daily pupil attendance records and liaise with teachers and tutors concerning any missing pupils
- providing general clerical/administrative support to staff and colleagues
- updating the pupil management system – iSAMS, and pupil files/records
- operating relevant IT systems such as Google Suite eg sheets, docs, slides
- Google forms (training will be given)
- distributing both internal and external mail
- supporting the organisation of school events
- taking minutes at meetings as required
- to produce badges for special events
- to produce certificates for teaching staff
- managing renewals of 'car park permits for parents'
- arrange venue/coach bookings for trips and other activities



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- to attend Summer and Christmas Fairs, as well as Open Mornings
- carrying out any additional tasks given by the Head/Office Manager commensurate with this role

Key Skills

- A positive, 'can do' attitude
- Excellent communicator, both verbal and written
- Strong organisational and administrative skills and be able to use ICT effectively
- Ability and temperament to work calmly under pressure in a busy office
- Well-developed interpersonal skills and an ability to maintain confidentiality at all times
- Be a reliable and approachable team player
- Have a confident, warm and welcoming manner in both person and on the telephone

Please Note: Gateway School is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before he/she starts work at the school as well as taking up references before interview.