

gateways

because there's more
than one way to be educated



Senior Administrator Recruitment Pack

"You have changed my daughter's life. For the first time, we have some hope. ...she now has a place where she can thrive within a safe, nurturing environment. Thank you"



"...a place of healing where every student is respected, recognised and accepted, so they have an equal opportunity to become who they deserve to be."



About gateways

gateways is an alternative education provision that exists to support the countless young people today, between the ages of 14-25, who are or have struggled to remain in mainstream education. **gateways** students are referred to us as school refusers, struggle with severe anxiety, debilitating depression, eating disorders, trauma's of all kinds and often as a result of serious medical issues.

Over the past 2 years during and post COVID, there has been a 56% rise in enquiries to **gateways**, as the number of students suffering are unable to access the mainstream education system.

We believe that every young person should have the same opportunity to progress and thrive, regardless of the challenges they face. **gateways** delivers a broad curriculum, academic and vocational, that caters for the interests, abilities and specific needs of the each young person that attends. We aim to prepare them for a life beyond education.



What has been achieved

The **gateways** programme launched in 2014 and is the only provision of its kind in the UK Jewish community, enhancing the lives of over 600 vulnerable, young people to date.

- Placing over 100 students into work and apprenticeships through career support sessions
- Achieving 98% pass mark for students sitting GCSE functional skills and BTEC qualifications
- Providing emotional and wellbeing support for all our students and families
- Launching successful social enterprise projects in cooking, hair and beauty
- Collaborating with over 20 referring organisations in the community and all Jewish secondary schools

The future of gateways

To meet the rapidly increasing demand for our provision and our reputation for delivering exceptional outcomes, **gateways** is now a registered independent charity and began operating with a new strategy and a growing team in September 2023. Located in our own premises, which have been thoughtfully designed, with the needs of our students in mind.

gateways encompasses two separate pathways, which effectively meet the needs of our students. The current part-time provision, serving students aged 14-25 years, alongside the planned full-time, Ofsted-regulated provision for 14–16 year-olds. **gateways** also now delivers a broader curriculum, catering for the interests, abilities and specific needs of the students, preparing them for life beyond education.

gateways offers all students 'hope, determination and achievement' through high-quality teaching and learning within a flexible, responsive, and bespoke environment and is a stepping stone, providing students with opportunities to reinvent themselves and develop the confidence to be successful in their future.

We recognise that a truly successful provision cannot focus simply on good grades; real success is happy students who are well-equipped to cope in life and who are supported to reach their goals. The **gateways** charity is based around a foundation of mental well-being and education, focusing on each student being a valued part of the **gateways** community.

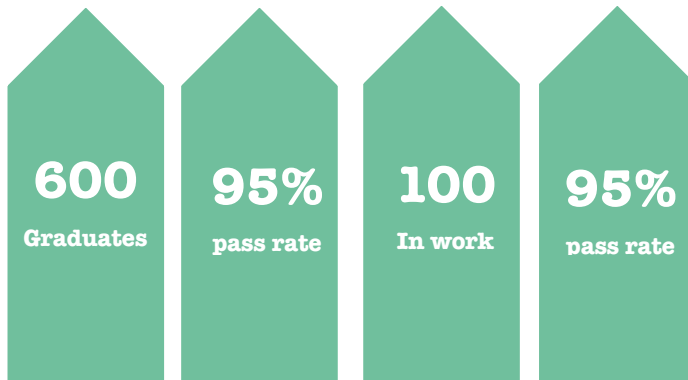


A message from Laurence Field - Founder & CEO

When I started **gateways**, in 2014, I had no idea it would resonate with so many people. In this time, I have been inspired by young people, their parents, dedicated teachers, funders and employers who have shared their own experiences and brought so much passion and support to our cause. It is because I have seen the impact **gateways** provision can have that I am now more determined than ever, to get to a place where we can help anyone who needs us, and ensure everyone can live a fulfilling and productive life.

We have also learned so much and we go into our new chapter with an extremely strong platform for growth, based on our demonstrated performance and the strength of our partnerships.

Over the past nine years, we have achieved:



With a 25% increase in school refusers in the last two years and the demand growing daily, we know now is the time to act. **gateways** can only grow and develop with the support and commitment of a dedicated group of staff.

Thank you for considering making an application for the role of Senior Administrator.

Laurence



Senior Administrator Job Description

JOB TITLE: Senior Administrator
SALARY: £35,000 FTE
LOCATION: Hendon NW4
REPORTING TO: Headteacher
HOURS: 8.45am – 5.15pm Monday - Thursday
START DATE: 3rd January 2024
ANNUAL LEAVE: 28 days PA, incl. public & bank holidays (pro-rata)

Job Purpose

We are seeking a highly capable, personable and dynamic individual to join our team as a Senior Administrator. In this crucial role, you will provide essential administrative support to ensure the smooth running of Gateways.

As a Senior Administrator, you will encounter many tasks, making each week unique and exciting. Your responsibilities will include handling various administrative duties, managing logistics and overseeing our management information system. Your role will be pivotal in maintaining the efficiency of our organisation, allowing us to continue making a positive impact on the lives of vulnerable young people who rely on our services. The fast-paced and diverse nature of this position calls for a candidate with meticulous attention to detail, patience and a friendly demeanour as you will be the front face of **gateways** when students arrive onsite and meeting and greeting staff, parents and visitors.

If you are a proactive and organised individual with excellent communication and multitasking skills, we invite you to apply for this rewarding role.

Your dedication and commitment will play a vital role in the continued success of Gateways.

Main duties

- Oversee the reception of Gateways, including welcoming all visitors at the front desk, directing them in a warm, friendly and welcoming manner
- Ensuring that the entrance way is safe and that any un-booked visitors are challenged
- Answer, screen and forward calls
- Receive and distribute post
- Manage the info@gateways.org.uk inbox, respond accordingly in a timely fashion or distribute emails to the relevant people
- Provide key administrative support to the **gateways** team and in particular, the Head Teacher
- Assisting with the planning and coordinating of events, meetings and training days
- Support the SLT with the preparation of reports, presentations and documents.
- Monitoring and ordering office stationery and other stock



- Input student data into the student management information system (HUBMIS), including recording student attendance and noting reasons for absences
- Making any initial follow-up calls to students/parents following an absence, under the direction of the Headteacher
- Support freelance staff with administrative support relating to students and lessons
- When needed, liaise with referring organisations
- Work with the head of teaching and learning to compile and amend student timetables as needed, send to parents and students, keeping them informed of any change
- Provide administrative support to the exams officer for each exam season.
- Prepare and distribute termly contracts for all **gateways** freelance teachers.
- Diary management for the CEO
- Attend and take minutes of meetings, including **gateways** board meetings, as required

Other Responsibilities

- Attend all relevant staff meetings, supervisions, training days etc.
- Act as an ambassador/point of contact for **gateways**
- Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team

The successful candidate will

- Have a minimum 2 years' experience working in either an office-based administrative support, PA, or office manager role
- Be highly organised, flexible, confident, skilled, and self-motivated
- Understand and follow Gateways' safeguarding policies and procedures to ensure all students are kept safe and secure whilst attending the centre
- Have excellent time and workload management skills.
- Excellent IT skills and familiarity with Microsoft 365 and Teams
- Have an understanding of the need for confidentiality and sensitivity
- Have an understanding of excellence in customer service
- Have a solution-focused disposition and be a proactive problem solver.
- Have experience in a PA role
- Have strong communication skills
- Have excellent keyboard skills with a working knowledge of in-house databases and MS Office
- Have a strong work ethic and a commitment to maintaining standards
- Have excellent attention to detail
- Have the ability to work well with and empathise with others
- An exceptional organiser
- Able to work in a team or on your own initiative
- Be a team player, and willing to 'muck in'
- Have experience working in an educational establishment (desirable)
- Have experience working with young people (desirable)
- Have prior involvement in and knowledge of the Jewish community (desirable)

Occasionally this role may require some evening work to attend events.



How to apply

Please apply for the Senior administrator role at **gateways** via the TES website.

All Candidates invited to interview will be required to bring the following documentation:

- An original identification document (e.g. passport or driving license)
- If applicable, proof of eligibility to work/reside in the UK
- Documents confirming educational and professional qualifications.

gateways is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Any candidate wishing to seek additional information should contact:

Laurence Field – laurence@gateways.org.uk – 020 8183 0164