



GATEWAY SCHOOL

— GREAT MISSENDEN —

School Office Administrator

Part-time (hours negotiable)

Term time (plus up to 10 days of flexible home working during the school holiday period)

Required from half term February 2024, or sooner

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 Monday 29 January 2024.
Interviews will be held shortly after.

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:** Cath Bufton-Green, BA Hons PGCE

www.gatewayschool-bucks.co.uk