

# gateways

because there's more  
than one way to be educated



## Recruitment pack Education Administrator (Freelancer)

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...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 provider 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 due to social, emotional, mental health challenges.

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 each young person that attends. We aim to prepare them for a life beyond education.

1.7m

young people persistently missed school in 2024... an alarming

800,000

increase since pre-pandemic



## What has been achieved over the last year

The Gateways programme launched in 2014 and is the only provider of its kind in the UK Jewish community, enhancing the lives of over 700 vulnerable, young people to date.

125 admission enquiries

were received last year from distressed parents, carers and refereeing organisations.



23 partnerships with referring organisations, schools, local authorities and other charities too.



76 students

all of whom had previously been persistently absent from school, have attended weekly lessons in our new purpose built home in Hendon.



636 therapy hours were delivered in, including art therapy, set in purposefully designed rooms



12 subjects

on offer, including Maths, English, Science, Life Skills, Hair and Beauty, Cooking, Gym Instruction, Art and IT.



91% average attendance rate compared to a prior mainstream schools average of 34%

15 students graduated from Gateways in July 2024, starting careers, apprenticeships and moving onto further education.

100% pass-rate seen in August 2024 for all vocational qualifications taken

91% pass-rate seen in August 2024 for GCSEs and Functional Skill Certificates





# A message from Laurence Field

## Founder & CEO

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When I founded Gateways in 2014, I never anticipated the profound impact it would have on so many lives. Over the years, I have been continually inspired by the resilience and determination of our students as they overcome challenges to receive the education they truly deserve.

It is this powerful impact that drives me to expand Gateways further. I am more committed than ever to ensuring that we can reach and support anyone in need, helping them lead fulfilling and productive lives. With the increasing demand for our services, we are keen to continue to grow and develop our service to help even more young people.

For Gateways to continue to thrive and flourish, we need the support of a dedicated and passionate team. That's why we are seeking someone special for the role of Education Administrator. Your contribution will be pivotal in shaping the future of Gateways.

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

Laurence

Laurence

CEO, Gateways



# Education Administrator (Freelancer) Job description



<b>JOB TITLE:</b>	Education Administrator (Freelancer)
<b>SALARY:</b>	£30,000 FTE (commensurate on experience)
<b>HOURS:</b>	Part-time 4 days a week
<b>LOCATION:</b>	Hendon, NW4

## About Gateways

Gateways is an alternative education provider, a registered charity, located in the London Borough of Barnet, dedicated to supporting young people aged 14-25 who struggle to remain in mainstream education due to Social, Emotional and Mental Health (SEMH) needs. Our students often face challenges such as anxiety, depression, eating disorders, trauma, and serious medical issues. As demand for our services continues to grow, we seek to expand our provision to better serve the Jewish community and beyond.

## Job Purpose

This is an exciting, newly created role within our growing organisation, as we continue to expand and develop with the launch of our new sixth form. The Education Administrator will play a pivotal part in helping us shape and streamline the administrative operations of the education department. You will work alongside a range of teams, including the SENCO, Teaching and Learning, Exams Officer, Senior Administrator, and Headteacher, providing vital support in all areas of academic and student services.

We're looking for a proactive, self-starter who thrives in a fast-paced environment, with the ability to spin many plates at once and get stuck in where needed. As this is a newly established role, you'll have the opportunity to develop and grow with the organisation, helping us create a dynamic, efficient, and supportive environment for both staff and students.

## Key Responsibilities

The role includes responsibility for supporting SEN administration, exam coordination, data management, coursework processes, and general education office organisation.

- **SEN Support:**  
Assist with the administration of annual reviews and SEN parent meetings by preparing invitations, taking minutes, and maintaining student records. Support the organisation of access arrangements by managing documentation, consent forms, and applications.
- **Teaching and Learning Administration:**  
Facilitate vocational courses by preparing folders, uploading coursework to portals, assisting

with practical assessments, and supporting the organisation of past papers and assessment resources. Provide general assistance with the preparation of reports and assessment week materials.

- **Data Management and Reporting:**

Maintain accurate student records by managing filing systems, archiving materials, and inputting assessment data into the MIS system. Produce assessment and attendance reports as required.

- **Exams Administration:**

Work alongside the Exams Officer to support exam logistics, including photocopying papers, organising exam rooms, checking stationery supplies, processing exam entries, and invigilating during examination periods. Assist in the preparation of candidate information and maintain exam filing systems.

- **General Office Support:**

Support the Senior Administrator with timetable creation and provide cover for reception duties as needed. Assist in the organisation and maintenance of the education office, taking minutes at meetings and coordinating room bookings for educational activities.

## Person Specification

- Strong organisational and time-management skills.
- Excellent written and verbal communication abilities.
- High level of accuracy and attention to detail.
- Proficient in the use of management information systems (MIS) and general IT systems.
- Ability to work collaboratively across teams and independently when required.
- Discretion and professionalism in handling sensitive information.

This job description is not exhaustive and is intended to provide a general overview of the responsibilities associated with the role. The post holder may be required to undertake additional duties and responsibilities that are consistent with the position and its overall purpose, as determined by the organisation.

## How to apply

If you're interested in joining Gateways as our Education Administrator (Freelancer), you can apply by completing a Gateways application form.

**Download the Gateways Application Form** - once you have completed the form, please return it to: [sasha@gateways.org.uk](mailto:sasha@gateways.org.uk)

Deadline for applications: Wednesday 4th June 2025.

Interviews will take place W/C 9th June 2025

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

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.

**Gateways Edgeworth Close London NW4 4HJ**

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**CEO & Founder:** Laurence Field **Head Teacher:** Sasha Sharpe

**Trustees:** Ruth Green (Chair), Julia Alberga, Nicki Cohen, Dr. Andrew Hope, Mark Hurst, Sam Sanders, Aviva Steinberg

**Honorary President:** Prof. David S Latchman CBE

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