

A career at Gateways School

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.



Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **G**rowth, **W**ellbeing & **S**uccess.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.

Growth ◆ Wellbeing ◆ Success

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Estates Administrator

Introduction

We are seeking a friendly, professional and high organised Estates Administrator to join our team.

This is an exciting opportunity for an experienced administrator with excellent customer service skills who is looking to make a meaningful contribution within a busy and vibrant school environment.

The ideal candidate will have experience in an operations, compliance, facilities management or health & safety role and/or be willing to undertake relevant training to support compliance and operational excellence across all areas of the School.

Reporting to the Financial Controller, the successful candidate will be responsible for managing all aspects of the School's external lettings programme, alongside supporting the administrative functions of compliance, health and safety and facilities. The role involves working closely with our team of Finance Officers, the Estates Team and a range of internal and external stakeholders to ensure the smooth day to day running of the School's facilities and services.

We are looking for a proactive and detail-oriented individual who can effectively manage a varied workload, prioritise competing demands and maintain high standards of accuracy. Strong communication skills, excellent organisational abilities and a collaborative approach are essential.

In return, you will join a welcoming and supportive team where your contributions will be highly valued, and where you will have the opportunity to make a significant impact in helping the school deliver an outstanding experience for its community.

Key Conditions

- **Start Date:** As soon as possible
- **Working Hours:** 25 hours a week (between 8.30am-5pm) to be agreed. The ideal candidate will work 5 hours a day, Monday – Friday. **Please confirm in your email or cover letter your ideal working pattern.**
- **Salary:** £17,250 - £18,200, depending on qualifications and experience
- **Probationary Period:** Six-months
- **Contract Type:** Permanent position



Staff benefits* include

**subject to eligibility*

- Free lunch during term time
- Fee remission for eligible children
- Enhanced 5% employer pension contribution, including 4 x death in service benefit
- CPD packages
- Cycle to work and electric car scheme
- Access to a staff wellbeing room and an employee assistance programme

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Estates Administrator Job Description

Reporting to: Financial Controller

Key responsibilities

- All aspects of lettings
  For example
  - Respond to enquiries
  - Confirm bookings & issue agreements
  - Communicate requirements with the Estates Team, IT and wider team as required
  - Monthly & ad-hoc billing
  - Keep up to date records of safeguarding requirements for hirers & Peris

- All aspects of operations, compliance, health & safety and facilities management administration
  For example
  - Obtain quotes for required works and services
  - Book work for appropriate times & dates and ensure they are added to the calendar
  - Purchase orders
  - Approve invoices upon satisfactory completion of works
  - Liaise with the Estates team and external contractors
  - Maintain records to verify completion of compliance works
  - Update compliance documentation and schedules

- Assist the Estates team as required.
- Provide holiday cover for the team as required.
- Provide Reception and Holiday Club cover.
- Answer the school intercom system and action as required.
- Ad hoc financial projects and administrative tasks for the wider School.
- Any other duties as required by the Financial Controller.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School.

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Person Specification

Qualifications
- **(E)** A* - C English and Maths GCSE (or equivalent/above).
- **(D)** Facilities Management Degree.
- **(D)** NEBOSH National General Certificate.
- **(D)** IOSH Managing Safely, Leading Safely qualification.
- **(D)** Level 3 Business Administration qualification (or above).
- **(D)** Other relevant academic qualifications related to administration, operations, facilities, compliance or health & safety.

Experience
- **(E)** Experience in an administrative role.
- **(E)** Experience in a customer service role.
- **(E)** Experience dealing with complex queries.
- **(D)** Experience in an operations, compliance, facilities management or health & safety or similar role.
- **(D)** Experience using facilities management systems.
- **(D)** Experience working in an educational setting.

Specialist Knowledge
- **(E)** Excellent understanding of general office procedures and practice.
- **(D)** Awareness of statutory compliance requirements relating to buildings and premises, such as fire safety, asbestos management, legionella control, electrical testing & contractor management.
- **(D)** Understanding of school operational requirements and safeguarding responsibilities.

Safeguarding
- **(E)** Commitment to safeguarding and promoting the welfare of young people.
- **(E)** Understanding of the importance of safeguarding and child protection.
- **(E)** Ability to maintain appropriate relationships and personal boundaries with children and young people.

Skills
- **(E)** Excellent planning and organisational skills.
- **(E)** Excellent administrative and customer service skills.
- **(E)** Effective oral and written communication skills.
- **(E)** Accurate data entry/retrieval from information systems.
- **(E)** Establish and maintain accurate records using both manual and electronic systems.
- **(E)** High levels of confidentiality, sensitivity, diplomacy and tact, particularly when dealing with personnel issues.
- **(E)** Strong interpersonal skills both in working relationships and with young students, and in forming effective professional relationships with a wide range of contacts.
- **(E)** Confidence producing reports for stakeholders.

Personal Qualities
- **(E)** Be patient, kind, approachable and adaptable.
- **(E)** Be reliable and punctual.
- **(E)** Work well as a part of a team, as well as on your own initiative.
- **(E)** High levels of honesty and integrity.
- **(E)** Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.
- **(E)** Willingness to constructively challenge own performance to continually improve performance.
- **(E)** The flexibility to respond to the challenge of change.

Key
- **(E)** – Essential
- **(D)** – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.

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Further information





How to Apply

Click here to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Monday 23rd November 2026 at 8am.
Please note that we reserve the right to close this vacancy early should a suitable number of applications be received before the advertised closing date.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

Click here to visit our website and view our policies, including our Safeguarding policy.

Click here to visit our jobs page and view our Safer Recruitment policy.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).

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