



GATEWAY SCHOOL
— GREAT MISSENDEN —

RECRUITMENT PACK

GAP ASSISTANT

SEPTEMBER 2026 – JULY 2027

Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

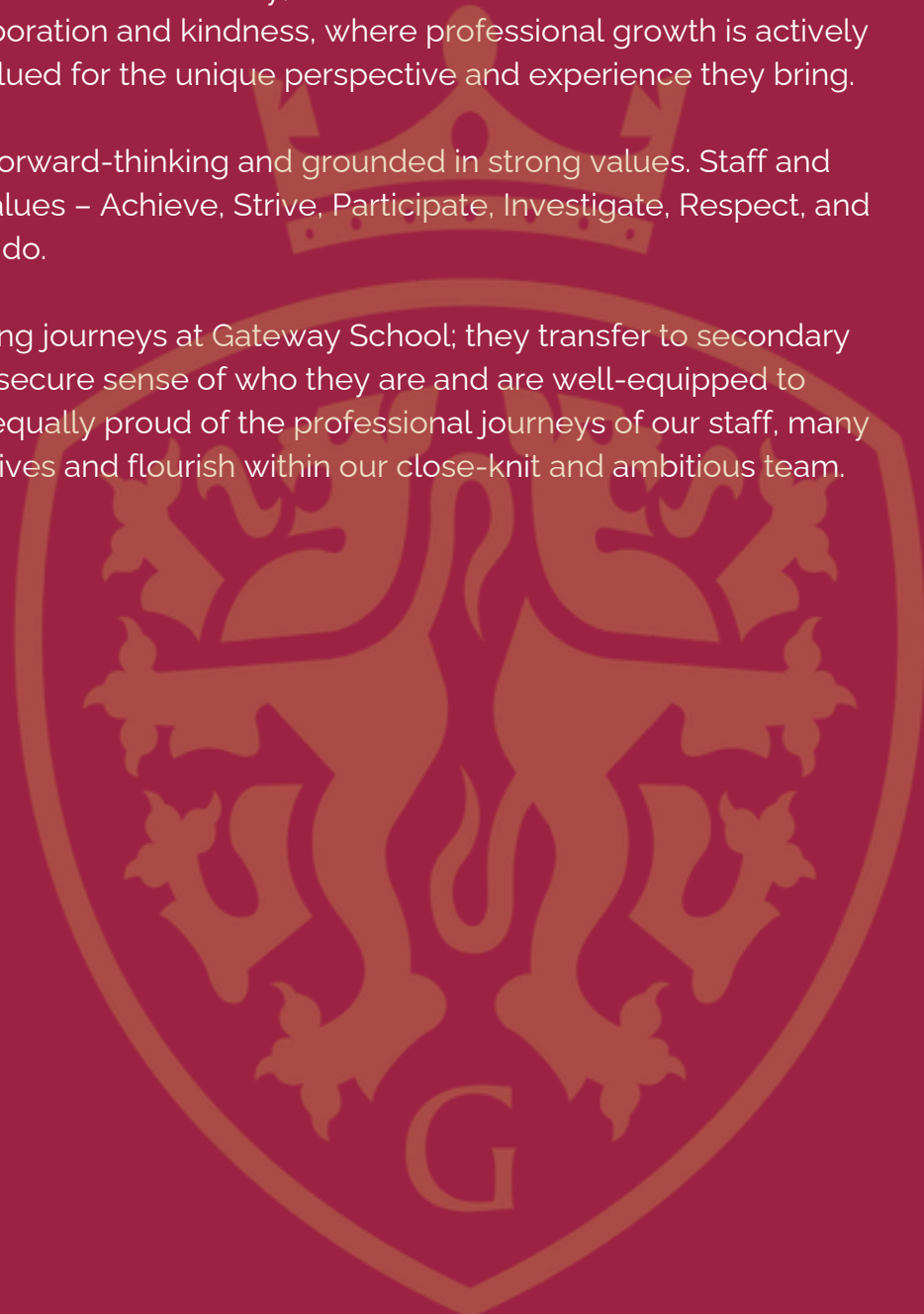
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 280
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





The Role

We are seeking to appoint an enthusiastic and suitably qualified person to work at Gateway School from September 2026. We offer the opportunity to work with and learn from our experienced team of staff. The role will suit an individual who is interested in pursuing a career in teaching or working with children.

The role is for term time only and will be varied. It will include supporting the teaching across the school and playing an active part in the wider community of the school, through our extensive co-curricular and after school care programme.

Title GAP Assistant

Reports to Deputy Head Teacher

Main Responsibilities

- To work across the school assisting where necessary and as requested by the Deputy Head
- To assist in the classroom in particular with hearing children read and assisting those who need support
- To work to support the admin department helping with all aspects of administration – including posting team sheets, filing, photocopying etc
- To assist on the playground supervising pupils and helping the playground staff
- To help create and organise a bank of photos documenting the school year

Administrative support

- Creating displays on the school's display boards
- Answering telephone calls and relaying messages
- Helping with school events such as sports days and open mornings as required

Technical Support

- To assist teachers with lessons where needed
- Assisting to set up equipment for lessons

Wider contribution to school

- Assist with Clubs and After-school care
- Help with Holiday Club during some school holiday weeks
- Assist caretaker with setting up for school events/lunches





WHY WORK AT GATEWAY SCHOOL?

- Competitive salary
- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches, snacks and tea and coffee provided
- Competitive pension scheme
- 28 days holiday including Bank Holidays, including time off between Christmas and New Year
- PerkBox: Bellevue staff wellbeing advantage and discount benefits.
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

APPLICATION AND NEXT STEPS

An application form is available to download from the 'About Gateway' menu on our website at www.gatewayschool-bucks.co.uk or from Mrs Helen Brown email: pa@gatewaysch.co.uk or telephone **01494 862407**.

Application forms to be received by midday Wednesday 17 June 2026; Interviews will be held shortly afterwards.

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

**Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA
Tel: 01494 862407 Headteacher: Jonathan Coke, BA Hons PGCE**





SAFEGUARDING STATEMENT

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



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