



"Our priority is to ensure that students, staff and parents are proud to belong to The Quest."

Mr Andy Crofts
Principal, The Quest Academy



LEARNING CHANGES LIVES

JOB DESCRIPTION

Job Title: Administrator/Receptionist
Responsibility Level: £19,000 pro rata £14,250
Accountable To: Office Manager
Responsible To: Principal

Quest is a secondary and sixth form academy based in South Croydon with 750 students. Our priority is to ensure that students, staff and parents are proud to belong to The Quest and take pride in their achievements and the contribution they make to the local community. We are sponsored by the Coloma Trust.

We moved into a new school building in 2014 and are continuing to expand student numbers through demonstrating increasing success in helping students achieve good GCSE and A level results. Our most recent Ofsted rated us as "Good" in all respects. We are constantly searching for new ways to encourage participation and service to others as the basis for the development of lifelong learning and a happy and successful life.

Quest is seeking an additional Administrator/Receptionist for our very busy school. We require someone to work 30 hours per week from 11:00 – 17:30hrs daily.

Job Purpose:

- To assist in the effective and efficient running of the Academy office along with acting as first point of contact with the Academy for visitors, parents and others and to welcome them warmly to the Academy

General Duties

- To undertake general secretarial/receptionist duties – acting as first point of contact with the Academy, responding to enquires and passing appropriate messages/information to staff.
- Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the Academy.
- Support the administration of curriculum areas and the Senior Leadership Team with good, general secretarial help.
- Help maintain computer-based student records and profiles.

Health & Safety:

- Obtain a nationally recognised First Aid certificate and keep qualification up to date.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all matters to do with Health, Safety and Welfare.

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Farnborough Avenue, Selsdon CR2 8HD www.thequestacademy.org.uk

Other Requirements:

- To promote and safeguard the welfare of the children at the Academy.
- To maintain confidentiality at all times.
- To be aware of and adhere to all Academy policies and procedures.
- To carry out any other duties as may be reasonably required by the Office Manager.
- To work in support of the Academy Improvement Plan
- To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

