



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

Mr Andy Crofts
Principal, The Quest Academy

ADMINISTRATION FACULTY

The Quest Academy – Coloma Trust has an Administrative faculty consisting of four members of staff reporting to the Office Manager.

Reception

Reception is manned from 07:30 – 17:30hrs daily to ensure that as first point of contact that Academy visitors, parents and others who are welcomed warmly.

Administration

All administrative work for the Academy is conducted from reception ensuring a smooth and efficient process.

All duties carried out in the reception area is to provide general clerical assistance to all staff within the Academy, which would include admissions, first aid and associated support.

Flexibility is key to our team here, with each individual having knowledge of all aspects of the administrative work that takes place along with reception duties and switchboard.