



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

Mr Andy Crofts  
Principal, The Quest Academy

**QUEST**  
A COLOMA ACADEMY  
LEARNING CHANGES LIVES

## ADMINISTRATOR/RECEPTIONIST

**Location:** London Borough of Croydon

**Contract type:** Permanent, Part Time

**Time Start date:** November 2017

**Salary:** £19,000 pro rata - £14,250.

The Quest Academy – Coloma Trust was opened in September 2010 and has made rapid progress to become a “good school” (Ofsted June 2015) with above average progress (P8 was +0.49 in 2017) and excellent A level results: A\* - E 100%, A\* - C 85% and A\* or A 32% in 2017.

Students and staff moved into a £16m new “state of the art” building in September 2014 to add first class facilities to a first class teaching environment.

Quest is an Academy on a journey to excellence. We are quite clear that the purpose of our journey is to provide a high quality, all-round outstanding education for our pupils, present and future, in a calm yet exciting learning environment.

We look forward to applications from those who would like to help us reach our destination.

Applicants should be good at prioritising work, have general office experience as well as being a good communicator.

Full details, an application form and job description are attached or available from our website [www.thequestacademy.org.uk](http://www.thequestacademy.org.uk) – or via Georgina Bolter at the contact details below.

Please return forms to: Georgina Bolter, c/o The Quest Academy, Farnborough Avenue, Croydon, CR2 8HD. Telephone: 0208 768 3352 or email: [gbolter@thequestacademy.org.uk](mailto:gbolter@thequestacademy.org.uk).

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Principal: Mr Andy Crofts

Farnborough Avenue, Selsdon CR2 8HD [www.thequestacademy.org.uk](http://www.thequestacademy.org.uk)