



The Collegiate Trust
Exceptional Education for All

ADMINISTRATOR

Information for Applicants

Academy	The Quest Academy, South Croydon
Required	4th September 2023 (Term Time (09:00 – 17:00hrs daily))
Salary	TCTS9 to TCTS12, Term Time £19,801.60 - £19,946.95 – actual salary
Closing date	18th August 2023



Welcome



Dear Applicant

A very warm welcome to the Quest Academy. We are a great place to begin or further your career.

At the Quest we know that having great people is our biggest asset and we work very hard to make sure that the posts we offer, the professional development we provide and the environment we create are the cornerstones of a highly successful Academy on a journey from 'good' to 'outstanding.'

Our motto, 'learning changes lives' succinctly describes our mission: to improve the life chances of all of our young people by enabling them to achieve outstanding qualifications and develop the personal characteristics necessary to lead fulfilling adult lives.

We believe in the broadest and richest educational experience and have a highly developed and universal enrichment offer, numerous trips and visits, a wide range of clubs and societies, sports fixtures and a thriving Duke of Edinburgh award scheme.

I know that the atmosphere and climate in the Academy are key considerations for staff.

At the Quest we have created a disciplined environment with well-behaved children. Levels of attendance are above the national average because our students enjoy coming to school and we have very well crafted systems of support in place to make sure that the Academy runs efficiently. We are oversubscribed and results are above the national average in all key stages.

We believe we are outstanding in the support we provide for staff development. We have achieved the 'CLPD Gold Mark' for our professional development work and we run in-house training sessions every week to update and further our colleagues' skills.

We are also very fortunate to occupy a stunning 17 million pound building with extensive grounds which we moved into in 2014. Every part of the school is brand new and across the campus we have invested in nearly one million pounds of cutting edge IT equipment to support all aspects of Academy life.

Geographically we are ideally located just 15 minutes from the M25, forty minutes from central London by train and Croydon itself is undergoing major investment as a place to work and live. Rents are relatively low for London and the town centre, with venues such as Boxpark and the Southend restaurant quarter, mean there is always something to do.

We have the opportunity for a skilled and enthusiastic Administrator to join our very busy school. We require someone to work 36 hours per week from 09:00 – 17:00 hrs daily.

I do hope that our vacancy will be of interest to you. We welcome visits at any time to see us at work so that we can show you all of this in person.

With best wishes.

A handwritten signature in black ink, appearing to read 'A. Crofts', written over a light blue horizontal line.

Mr A. Crofts
Executive Principal



Key Information

The Quest Academy is committed to ensuring that each student succeeds academically and personally. Our motto, *Learning Changes Lives* (Eruditio Vitas Commutat) reflects our belief in the importance of our work. We are committed to making sure that every student makes outstanding progress. We have high expectations of every student, offer the best quality teaching and insist on the highest standards of behaviour and respect.

The Quest is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it.

We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

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.

Our strength comes from strong partnerships: with our parents, the community we serve and the close links we have with the Trust. Together we have extensive experience and expertise to guide our work.



You can find out more information about our school, and our Trust at the following websites:

www.thequestacademy.org.uk

www.tct-academies.org

Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body*. (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. *The Quest Academy* joined the Trust on 1st June 2018 and *Courtwood Primary* and *Quest Primary* joined the Trust on 1st September 2018. *Kenley Primary School* joined most recently in September 2021.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all... staff and students alike. We are a dynamic and expanding trust of seven schools (two secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Exceptional performance rewards
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *NQT Induction Programme* including two-week paid training in June/July
- ✓ The Collegiate Trust's *National Professional Qualifications* for aspirant leaders
- ✓ Two-week October half term (instead of 5 INSET days)
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

Our Values

Strong moral values underpin the ethos of The Quest Academy. We welcome students from a wide range of cultural and faith (or non-faith) backgrounds and expect all families to value and support the moral values at the heart of all aspects of life at The Quest Academy.

We foster understanding, tolerance and mutual respect whilst producing confident, capable and respectful young people. At all times, we aim to create an environment that nurtures and develops:

- Integrity
- Compassion
- Respect
- Tolerance
- Kindness
- Courage
- Generosity
- A life-long love of learning

These values make The Quest Academy a positive and inclusive community in which all students feel safe, valued and part of the family.



¹ At the time of publication, not all benefits available at every TCT school.

Quest6

Students at The Quest Academy's 6th Form, Quest6, have excelled across the range of courses that are on offer.

In addition to academic excellence, Quest6 is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it. We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

Students at Quest6 (and staff) have access to cutting-edge, state-of-the-art facilities that – for at least the foreseeable future – are arguably the best that Greater London has to offer.

A dedicated social study area, seminar-style teaching rooms, brand new technology as well as access to all of Quest's new buildings ensure that current and future Quest6 students will learn in a modern, peaceful, exceptional education environment.



Job Description

Job Title:	Administrator Full time or term time
Responsibility Level:	TCTS9 – TCTS12 Term time: £19,801.60 - £19,946.95
Accountable To:	Executive Principal & Governing Body
Responsible To:	Office Manager



Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to above expectation outcomes for all Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Job Purpose:

- To assist in the effective and efficient running of the Academy office

Duties – Administrative

1. Undertake general secretarial/receptionist duties – acting as first point of contact with the Academy, responding to enquiries and passing appropriate messages/information to staff.
2. Receive all visitors and deliveries, inform appropriate staff and ensure visitors comply with the Academy's security policy.
3. Support the administration of curriculum areas and the Senior Leadership Team with good, general word-processing skills and general secretarial help. Some help may be required for word-processing for Team Leaders.
4. Support the Finance team with routine financial administration.
5. Collect student contributions for educational visits and activities and check the monies.
6. Support the management of formal, and informal communications in the Academy.
7. Assist in opening and distributing incoming mail and dispatch outgoing communications.
8. Act as a link filter for all support staff through the internal communications system.
9. Collate, prepare and distribute Annual Reports to Parents.
10. Book professional development courses and activities, educational visits and associated transport for external venues.
11. Read electronically computer based registers.
12. Assist in the general maintenance of records and data.
13. Maintain computer-based student records and profiles.
14. Assist the Principal/Chair of Governors and Clerk to the Governors in preparing for additional and/or emergency meetings.

Duties – Supporting Staff

1. Provide general clerical assistance to staff in the Academy.
2. Provide staff with student information as required.

3. Work with others in updating and producing the staff handbook(s), Academy prospectus, Parent letters, etc.
4. Liaise with the Principal and Deputy Principal, to ensure all Academy documentation for public distribution is prepared appropriately.
5. Assist staff with student profiles and references, and forward transfer information to the appropriate school.

Duties: Supporting Students

1. Manage student sickness and welfare procedures including communicating with external agencies carrying out medical examinations.
2. Provide students with relevant information as requested.
3. Provide for individual student welfare needs, monitor student sickness requirements and make arrangements with Parents to collect sick students.
4. Attend to students who are feeling unwell.
5. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare or behaviour.
6. Be a good example in terms of personal presentation, attendance and punctuality. As a public facing role, we require members of the Administration team to wear a formal white top and the Academy scarf (provided)

Health and Safety

1. Obtain a nationally recognised First Aid certificate and attend suitable refresher courses in order to keep qualifications up-to-date.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

1. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
4. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

ANNUAL RESPONSIBILITIES

Determined yearly and managed on BlueSky

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
 2. To maintain confidentiality at all times.
 3. To be aware of and adhere to all Academy policies and procedures.
 4. To carry out any other duties as may be reasonably required by the Principal.
 5. To work in support of the Academy Development Plan.
 6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.
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Person Specification

Qualifications
Good GCSE/BTEC results with at least a C/4 in English and Maths.
Experience
Effective working with young people of a range of ages and abilities
Evidence of making an effective contribution to a team
Skills and Attributes
Ability to be able to prioritise work
General office experience
Capacity to work alongside colleagues, contributing effectively to a team
Ability to quickly establish and maintain positive relationships with students, staff and families
Understanding of safeguarding issues and promoting the welfare of children and young people
Well-developed communication skills, including high level of written and oral literacy and competent ICT use
Suitability to work with children

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Appointment will be dependent upon further health, medical and attendance checks.

Schedule for Appointments

TO APPLY PLEASE COMPLETE THE APPLICATION FORM BY CLICKING “APPLY” AT THE BELOW LINK:

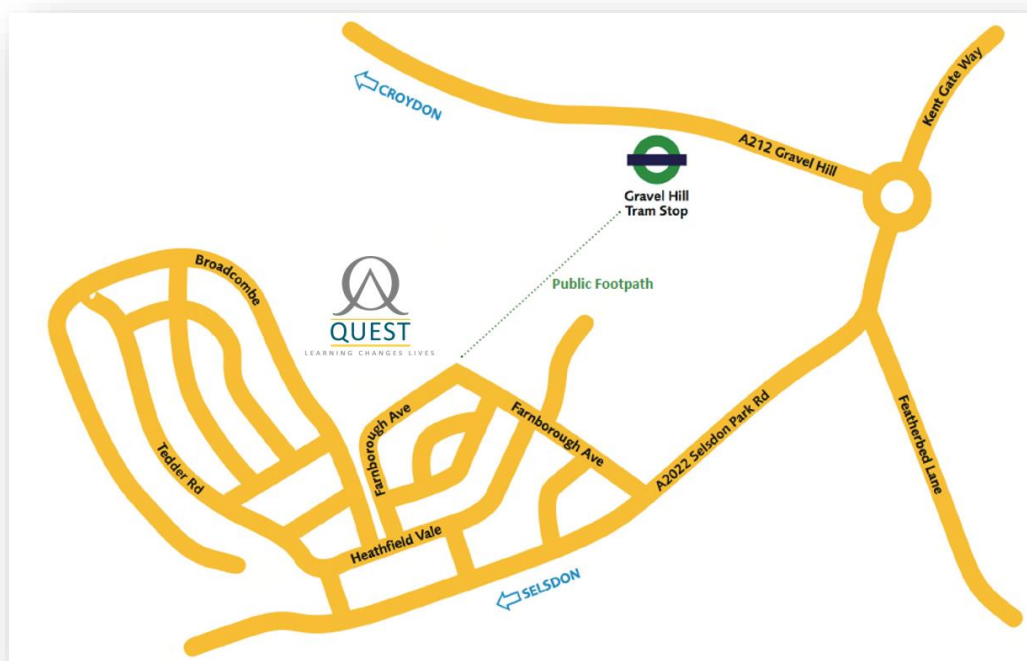
[Vacancies | The Collegiate Trust \(tct-academies.org\)](https://tct-academies.org/Vacancies)

CLOSING DATE:

As applications arrive



How To Find Us



By Car:

If you are travelling by car, The Quest Academy is located on Farnborough Avenue which is off of the A2022, Selsdon Park Road. If you are coming from the M25 junctions 7 (Croydon), 6 (Caterham) or 4 (Orpington) provide easy access to Selsdon.

By Train

The nearest mainline station is East Croydon. You can then take either a number 3 tram (toward New Addington) and alight at Gravel Hill or one of the several buses that serve the area; 433, 130 or 466.

By Tram

There is a wide footpath (keep to the right hand side) which runs from the tram stop past the back of John Ruskin College, Gilbert Scott Primary School and Red Gates School, finishing in the corner of Farnborough Avenue. This walk takes about 12mins. The Academy is located on the right hand side in Farnborough Avenue.

By Bus:

Bus routes: 433, 64, 130, 466, 359.

The Quest Academy

Farnborough Avenue, South Croydon, CR2 8HD

☎ 020 8657 8935

✉ office@thequestacademy.org.uk

💻 www.thequestacademy.org.uk