



The Collegiate Trust  
Exceptional Education for All



Administrator (School Office)

Quest Primary School



LEARNING CHANGES LIVES

Application Pack

# Quest Primary School

Role Location	Quest Primary School, Farnborough Avenue, South Croydon, CR2 8HD		
Salary	£22,236.64 - £23,736.15 per annum	Grade P6 - P10	pro rata at 0.91 FTE
Details	Permanent, Part-time	36 hours per week	term time plus three weeks
Start date	2 <sup>nd</sup> September 2024		
Application Closing Date	2 <sup>nd</sup> August 2024 at 9am – we reserve the right to close the role early should a suitable candidate be found prior to this date		

## A message from the CEO

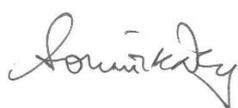
Thank you for your interest in joining The Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

*The Collegiate Trust* is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

We would be delighted to receive an application from you if you feel that this role and our Trust may be right for you.

Yours sincerely



Mr Soumick Dey  
Chief Executive Officer



## Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits. Please click [Here](#) to see more detail about some of the fantastic employee extras we offer.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our appraisal process ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us.

## An introduction to the role

### A message from the Head of School

Thank you for your interest in the post of *Administrator*. We are looking for an individual who has a passion for working in a fast-paced school office environment and who will be able to support the smooth day-to-day operations of the school office and its functions. Quest Primary pupils are well motivated and a pleasure to work with, whilst our staff are hard-working and ambitious for themselves and others. Our facilities enable us to provide the very best learning environment and learning experiences for our pupils and it is the combination of these factors that leads to the good standards at our school and the enviable reputation that The Collegiate Trust has built. I hold the highest aspirations for what we are doing and achieve for our pupils at Quest Primary.

The Job Description and Person Specification shown in this pack will give you a good indication of who we are looking for, including the skills and experience that would make for our ideal candidate.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact the school office on [admin@questprimary.org.uk](mailto:admin@questprimary.org.uk)

**Miss J Stawman**  
**Head of School, Quest Primary School**

## About Quest Primary School



Quest Primary School is a one-form entry school of 215 pupils (including a Nursery), set on a spacious and attractive site. Our focus on developing excellent teaching and learning, supported by an engaging and ambitious curriculum offer, ensures that pupils can achieve their potential in a supportive and caring environment. Our staff provide a calm and purposeful learning environment where good behaviour and mutual respect is modelled by all and where everyone is valued, so that pupils enjoy coming to school and are enthusiastic about their learning. Our Enhanced Learning Provision (ELP), provide specialist teaching for 14 children with Moderate Learning Difficulties. Our ELP pupils follow a bespoke curricula which is designed to prioritise their needs and support them to make the most progress in those areas which will have the greatest impact on their life chances.

Quest Primary School pupils are hard-working, polite, respectful and understand that *learning changes lives*. We believe in giving our children opportunities to enrich their formal academic learning through sport, music and the arts, as well as providing them with opportunities to develop their leadership skills. Our school values of *Excellence, Responsibility and Aspiration*, support every child to strive to reach their best, ensuring they leave Quest Primary School as confident, well-rounded and kind young people, with the academic skills they require to be successful at the next stage of their education. Our children are inclusive and value and celebrate the differences and experiences that they share as a school community, adhering to our behaviour rules of '*be ready, be respectful and be safe.*'

We have a large site with wonderful spacious grounds, including our EYFS outdoor learning area. We have a computer suite for all children to access as well as tablets and iPads that are used to support learning within the classroom. Our Discovery Hub is a dedicated space for teaching DT and science which is equipped with ovens, fridges, sinks and work areas, which supports building academic and life skills. We have a fantastic nurture room which offers a space for children who receive additional interventions to access ELSA, counselling and art therapies, as well as lunchtime clubs. Our facilities enable us to provide the very best learning environment and learning experiences for our pupils.

Our staff team are friendly, supportive and work collaboratively together to achieve the best for our pupils. The small size of our school means we know each child/family well and build strong supportive relationships with parents and carers throughout a child's time here. We benefit from a talented and highly committed team of staff, who proactively welcome opportunities for professional development and their own growth. Quest Primary School supports high-quality professional development for all staff. This is enacted through our CPD programme and Performance Development processes.

Our aim in all appointments is to appoint colleagues who will share our aspirations and make a major contribution to building the best life chances for our Quest Primary pupils. If you are a team-player, ambitious for our pupils and for your own professional development and committed to making a difference and providing *an exceptional education for all*, then we would be delighted to receive your application to join our thriving team.

*'I joined the team at Quest Primary a year ago and enjoy working in a positive and supportive environment, where there are opportunities for career progression. The Quest Primary team is welcoming and friendly, with great leaders who support all staff. I have a huge sense of satisfaction from working here and the opportunity to develop myself here and learn new skills has been life changing.'* Learning Coach.

**You can find out more information about Quest Primary School on our website:**

[Quest Primary - Part of The Collegiate Trust](#)

## About The Collegiate Trust

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school will bring our Trust to c.7000 pupils and c.1000 employees.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values: **Ambition and Collaboration**, leading to **Achievement and Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

**Partnership** – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

**Progress** – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

**Preparation** – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.

**You can find out more information about our Trust on our website:**

[The Collegiate Trust | Exceptional Education for All \(tct-academies.org\)](https://www.tct-academies.org)



# What will I be doing?

## Job Description and Details

<b>Contract:</b>	Permanent, Part-time
<b>Hours:</b>	36 hours per week
<b>Location:</b>	Quest Primary School, Farnborough Avenue, South Croydon, CR2 8HD.
<b>Reporting to:</b>	Head of School

**Purpose of the Post:** To provide administrative support to staff and parents

### Main Responsibilities

#### To support the ethos of the school

- To model and promote positive attitudes.
- To promote and adhere to the behaviour policy of the school.
- To be prepared to attend appropriate supervision and in-service training.
- Any other reasonable request of the Principal.
- To act as an excellent role model.
- To support effective lunch and break time provision occasionally, on an ad-hoc basis.

#### To support effective Office Administration provision

- Welcome visitors to the site and ensure that necessary identification and evidence of other checks is supplied prior to admittance.
- Respond to, and initiate effective communications with pupils, parents and teachers via the telephone, email and face-to-face.
- Set-up and administer pupil records including medical and dietary needs.
- Set-up, administer and monitor school events on ParentPay, Arbor, Medical Tracker and other school systems.
- Support with administration related to recruitment processes.
- Maintain and track extra-curricular club provision, liaising with external agencies etc.
- Support end-users to access school systems including Arbor and ParentPay.
- Write letters to parents as directed by the Principal, and collate responses to letters/permission slips etc.
- Liaise with the school kitchen regarding school dinners, allergy information and menus etc.
- Book and manage administration related to school trips, visits and visitors.
- Provide other school office administration support as required.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

## Why am I right for this job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria. The notes should help you see if something is absolutely essential for you to be considered.

### Person Specification

Qualifications	Notes
At least GCSE 'C' grade or equivalent in English and maths	Essential
Qualification in a relevant area	Desirable
First aid certificate	Desirable
Experience & Knowledge	
Experience gained from providing administrative support in an office setting	Essential
Knowledge of safeguarding and KCSIE (Keeping Children Safe in Education)	Desirable
Confidence and aptitude with using school Management Information Systems (MIS) such as Arbor	Desirable
Confidence and aptitude with using Microsoft Applications	Desirable
Skills & Attributes	
Ability to write to a professional level of Standard English	Essential
Fluency in a second language	Desirable
Personal Skills	
Ability to work as part of a team	Essential
Ability to provide advice and guidance to parents in a positive and clear manner	Desirable
Patience and the ability to stay calm when working under pressure	Essential
Sense of humour	Essential
Ability to respect confidentiality and recognise the need for discretion	Essential
Ability to communicate effectively both orally and in writing to other agencies and within school	Essential
To be an active listener and be non-judgemental in a range of situations	Essential
To be kind, encouraging and motivating, demonstrating empathy for others	Essential
Self-management skills i.e. the ability to prioritise and delegate, good time management, the ability to work well under pressure	Essential
Be self-aware and able to recognise the importance of self-care	Essential
Ability to work independently, when appropriate	Essential
Philosophy	
Commitment to the provision of high-quality education and pastoral care for all pupils	Desirable
Evidence of understanding and commitment to equality of opportunity and respect for pupils' individual differences, and to abide by all school policies.	Essential

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

## How to apply

If you feel that this role and our school may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at [HR@tct-academies.org](mailto:HR@tct-academies.org).

***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, online searches and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.***