



The Collegiate Trust  
Exceptional Education for All

## Administrator/Library Assistant

# Information for Applicants

<b>Academy</b>	<b><i>The Quest Academy, South Croydon</i></b>
<b>Required</b>	<b>Full Time or term time (09:00 – 17:00hrs daily)</b>
<b>Salary</b>	<b>TCT S9 (£20,704) – TCT S12 (£20,872) Full time or pro rata Term Time (£17,598.40 - £17,741.20).</b>
<b>Interviews</b>	<b>As applications arrive</b>



# Welcome



Dear Applicant

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

As a new or experienced colleague you'll be joining an Academy which has already demonstrated considerable success. In the main Academy all of our students make excellent progress above the national average by the end of Year 11 (Our Progress 8 figure is +0.25 as an average over the last 3 years and in our thriving Sixth Form, Quest6, all of our students pass every subject (100% A\*-E in 2015, 2016, 2017 + 2018) with a quite remarkable 55% A\*-B and 32% A\* or A in 2016) and an impressive record of sending almost every student to University, including Oxbridge.

I know that the atmosphere in the Academy and the climate in the school are key considerations for staff. At the Quest we have created a disciplined environment where you can share the passion of your vocation with well-behaved and curious 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 there is no distraction from learning in the classroom.

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

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

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.

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', is written over a white background.

**Mr A Crofts**  
*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 our sponsor. 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](http://www.thequestacademy.org.uk)

[www.tct-academies.org](http://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 1<sup>st</sup> March 2018. The *Quest Academy* joined the Trust on 1<sup>st</sup> June 2018 and *Courtwood Primary* and *Gilbert Scott Primary* joined the Trust on 1<sup>st</sup> September 2018.

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.

## 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.



## Quest6

Students at The Quest Academy's 6<sup>th</sup> Form, Quest6, have excelled across the range of courses that are on offer. For three years running, students have achieved a 100% pass rate at A Level and every single Sixth Form student has now gone on to further study.

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

<b>Job Title:</b>	Administrator/Library Assistant Full-Time or Term Time
<b>Responsibility Level:</b>	TCTS9 – S12 - £20,704 - £20,872 Term Time £17,598.40 - £17,741.20
<b>Accountable To:</b>	Principal & Governing Body
<b>Responsible To:</b>	Office Manager



### Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations 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

#### Overall Responsibility

- To manage an economical, efficient and effective Academy library.
- To take responsibility for managing Library resources, including budget and stock control.
- To be a part of the Administration team, completing office tasks as required and providing cover on reception for absence and leave
- As a public facing member of staff, we require the postholder to wear a white top and Academy scarf (provided)

### DUTIES

#### Supporting Students

1. Maintain and promote the Academy's rules and expectations
2. Work with individual students to assist them to select books that match their level of literacy and areas of interest.
3. Supervise and develop study in the Library including timetabling, general discipline and encourage and develop positive study habits.
4. Teach library skills, information retrieval skills, revision and study skills as part of an induction programme.
5. Work in a positive way to minimise and reduce the incidence of late returns and loss.

#### Supporting Staff

1. Work with Team Leaders to develop their schemes of work by identifying resources and equipment that will be of use to them.
2. Advise on copyright issues so as duplication of materials does not infringe copyright laws.

#### Stock Resource Management

1. Manage, classify stock and keep records of use of resources in the Academy in order to monitor their use by different areas of the Curriculum.
2. Maintain equipment available to staff and students from centrally held resources.

3. Assist in the maintenance of library resources, including ICT hardware.
4. Keep resources in the Library and Resource Centre in good order.
5. Ensure all equipment is serviced regularly.
6. Ensure all books in the Library are protected with appropriate covering.

### **Promoting the Library**

1. Organise annual Library Events, liaising with others.
2. Promote the use of the Library as a suitable venue for staff meetings, INSET, Governor meetings and various displays.
3. Maintain the Library in excellent order, creating/maintaining a quiet, controlled atmosphere conducive to study and learning.
4. Work with Team Leaders to identify opportunities for students to work in and to create displays for the Library.
5. Receive visitors, including prospective students and Parents, and promote the library by giving a brief tour of the facilities.

### **Financial Management**

1. Take overall responsibility for the effective use of the budget delegated to the Library.
2. Oversee the day-to-day budget for consumables.
3. Manage the system for recording the use of all equipment and reproduction of resources so that budget holders can have accurate funds removed from their budgets.
4. Be responsible for the collection of fines and ensure that the monies are passed to the Finance Manager.

### **Pastoral Care**

1. Deal with or report, to the nearest member of the Teaching staff, incidents that are seen or reported regarding students' welfare or behaviour.

### **Professional Development - Personal**

1. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the Library.
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.

### **Professional Development – Staff**

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme,
2. Consider the expectations and needs of other members of staff.
3. Ensure that that all teaching staff are trained in the use of the resources of the Library.
4. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

### **Annual Responsibilities**

Set and monitored 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 Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

## 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 Appointment

**FOR AN APPLICATION FORM PLEASE VISIT THE WEBSITE OR CONTACT:**

Miss G Bolter, email: [gbolter@thequestacademy.org.uk](mailto:gbolter@thequestacademy.org.uk) or by telephone: 020 8657 8935.

**PLEASE RETURN FORMS TO:**

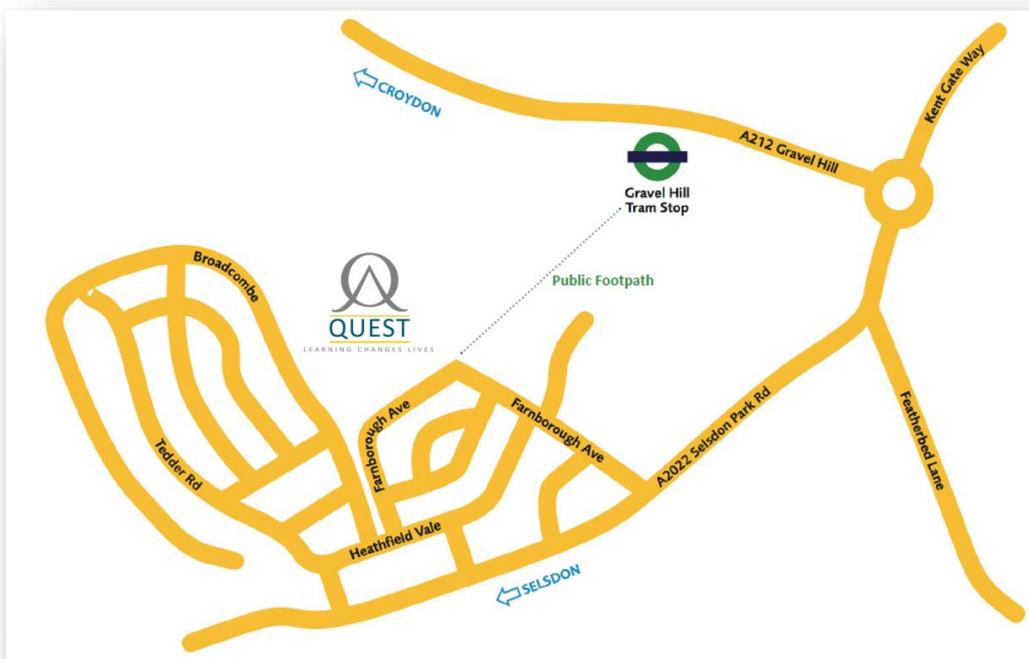
Miss G Bolter, The Quest Academy, Farnborough Avenue, South Croydon, CR2 8HD

**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](mailto:office@thequestacademy.org.uk)

💻 [www.thequestacademy.org.uk](http://www.thequestacademy.org.uk)