



# Administrative Officer Recruitment Brochure



# CEO Welcome Letter



Dear Candidate,



I am delighted that you are considering becoming a member of the **QUEST** Team. Here we all lead to secure a place for **Learning, Innovation** and **Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

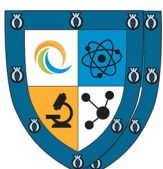
In this pack, I have set out what makes us unique in the educational landscape, defines our success as thriving digital learning communities, and captures our forward thinking and research-led rigour of implementation. We think outside the box here. We listen well and we are clear about our vision for education; a blend of student agency and digital technology for delivery. Here the talent drives the technology. We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do. Our Spirit of Purpose is at the heart of all we do.

If you deliver exceptional educational outcomes for the children and young people in your care, have the inner determination to secure success for all and relish the chance to create with us, we would be delighted to hear from you.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward to hearing from you, meeting you and receiving your application.

**Sharon Bruton**

**CEO**



## Unlocking Potential

**QUEST** has a clear and compelling vision for the future of education.

As an Academy sponsor, **QUEST** has a strong track record for making a long-lasting positive impact on the life prospects of the pupils and communities we serve. The Trust is a collaborative family of schools. It enables us to build community, hope, dignity and wisdom for all.

Our schools are all about passion, determination and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to access high-quality education.

As **Century Flagship Schools**, our digital and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial intelligence learning platform and digital devices on a 1:1 basis for all aged 7 and above. We all lead learning in our Trust and all staff are Apple Teachers.

The curriculum is complemented by our coaching approach to develop student agency which promotes life skills of mental toughness, critical thinking and communication. As **Pearson National Award Winners for Digital Innovation 2019**, we are proud to be leading the way by creating and shaping the next phase of education.

**Together** we will ensure they thrive

**Together** we are strong



# Why work for us?



## Our staff members are committed, patient, resilient, reliable, and reflective.

Our staff deliver high-quality teaching, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents, and staff with respect, demonstrate passion and pride, are prepared, punctual and polite, and make everyday matter and every student count. If you are as extraordinary and have the same skill set, we want to hear from you.

## We're passionate and committed to the development and education of our students.

Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive, and use their mistakes to grow. They feel safe, have the confidence to explore and share their ideas and take ownership of their learning.

Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration, our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other, and their communities, are polite, prepared, and demonstrate a sense of pride.

## How we will meet the demand and ensure high-quality teaching and learning

Our curriculum is designed to lead the way in a new era of learning. We are a teaching school for Century Tech, a cutting-edge Artificial Intelligence Learning Platform. Our experience tells us that our pupils and students are able to close their knowledge gaps faster and more consistently through using this diagnostic learning platform, whilst being supported to overcome challenges and develop critical thinking with our blended approach of coaching support. This is what we all require in life, not simply learning, and our children and young people need to have this inner resilience to support their learning and life chances.

At **QUEST**, we will provide this bespoke support.

At **QUEST**, learning will embrace creative and innovative approaches that engage pupils and students, utilising modern technology and virtualisation to maintain pace and interest. We work 1:1 with students, using iPads and as an Apple School, our teachers strive to make the most of your time, skills, and expertise. Our Trust's digital strategy, *recognised by Pearson as Silver Award Winners for Digital Innovator of the Year*, is evidence of our commitment to excellence for all. This approach, outlined below, is partnered with our life skills curriculum and approach to student agency within all schools in **QUEST**.

This blend of approaches to learning provides our children and young people and staff with a readiness for the professionalism of the workplace, a way of establishing learning habits for life, and the security of self-motivation and mental toughness to enable all to thrive.

Working for us, we want you to embody the essence of success, in its many guises and look forward to your talents and expertise being added to the collective group for the benefit of all.

**QUEST's** Digital Strategy creates pathways for learners and maximises staff time to give quality learning feedback





# Trust Digital Strategy Summary

PHASE 1

COMMUNICATION

EXTERNAL

EXTERNAL

PHASE 2

ENABLE EFFECTIVE AND EFFICIENT  
OPERATIONAL SYSTEMS

PHASE 3

MINIMISED AND EFFICIENT  
WORKLOAD - FOR TIME, PLANNING,  
ASSESSMENT & SHARED RESOURCES

PHASE 4

QUALITY  
TEACHING AND  
LEARNING



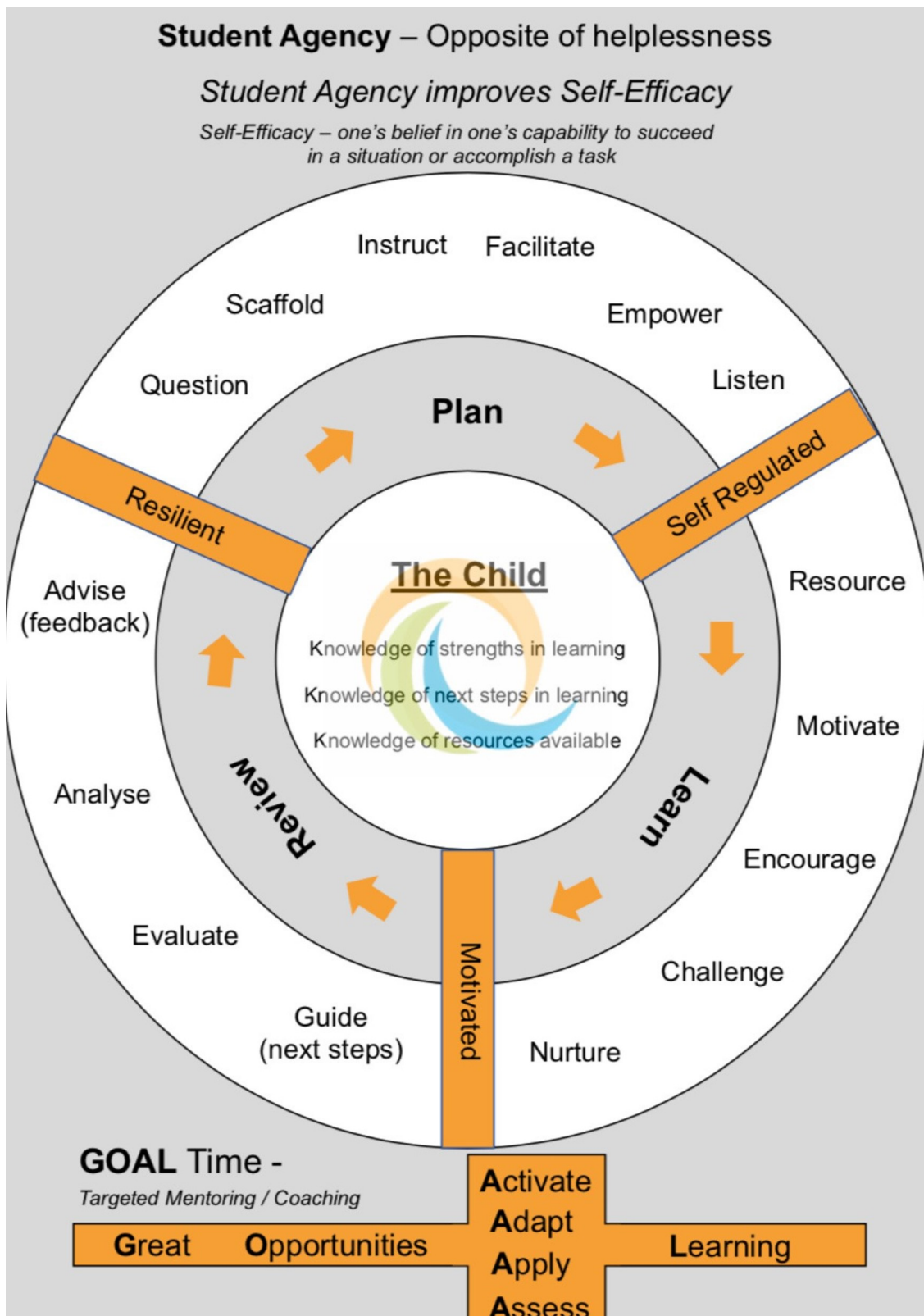
CULTURE OF  
COACHING  
& STUDENT  
AGENCY

PHASE 5

CREATE FLEXIBLE, NUANCED AND  
ADAPTABLE EDUCATION FOR THE FUTURE



# Student Agency—Self Efficacy Breakdown



# Our Curriculum

Utilising our cutting-edge facilities, we use creative approaches to teaching and learning and will focus on personal development, functional skills and competencies linking different curriculum areas, progression and enrichment opportunities, and an emphasis on applied learning. We believe the focus on applied learning encourages crucial developmental aspects specific to the needs of learners.

We **ACTIVATE** students learning through:

A broad and balanced curriculum

A focus on health sciences and engineering and STEM

A focus on personalised learning and the use of digital strategies

We **BREAKTHROUGH** the traditional curriculum

boundaries by:

Pushing subject knowledge beyond the confines of the national curriculum framework

Engaging in project-based learning

Embracing a STEM focus

Using coaching to develop students into owners of their learning journey

We **CULTIVATE** our students for their future beyond UCS by:

Developing strong Global citizenship

Working in, and with, the local community

Working with local employers

Engaging in meaningful work experience placements and project-based learning

A programme of enrichment activities enhancing cultural capital for all



# Our Primary Schools



Our primary schools are keen to offer their pupils a broad and balanced curriculum. **Mathematics** and **English** are taught each day tailored to our children. Other areas of the curriculum are taught through a cross-curricular and key skills approach. Some subjects are also taught as discreet subjects.

The children at schools within **QUEST** experience a curriculum that inspires, engages, and provides opportunities for children to lead their own learning. The implementation of our DREAM curriculum ensures progression in the delivery of knowledge and skills, to enable our learners to succeed as "Global Citizens".

Depth of knowledge and understanding is facilitated through

Research

Enquiry and

Analysis to ensure

Mastery of skills

In addition to the statutory curriculum, our schools also strive to give children the chance to gain various experiences. Educational visits and visitors into school are planned as a means of enriching the curriculum.

## University Collegiate School

Located within the University of Bolton campus, UCS has an outstanding £10 million facility for 11- to 19-year-olds which includes specialist laboratories for **Engineering, Optometry, Clinical Dentistry, Pharmaceutical Consulting, Medical Simulation, Robotics, Electronics and 3D Printing**. Our facilities uniquely inspire and motivate our students to succeed in their studies and propel their careers forward.

Our staff are subject specialists who employ a wide range of teaching and learning strategies. Our digital platform embedded in delivery to provide the best possible learning opportunities for our students.

As specialist schools and an **Academy Trust Educational Outcomes Award Winning School**, we have continued our success with 100% of our students securing their next steps in education. Our 11-19 school expanded in 2020, and this school continues to deliver education differently. We are proud to be sponsored by the University of Bolton, located on their knowledge campus and supported by our trusted industry and health sector partners.

Our Trust schools now provide a cradle to career learning pathway from 0-19.





# Quest Core Values



**Pride**

*in who we are and in everything we do*

**Understanding**

*our direction, vision & expectations*

**Respect**

*for all*

**Positivity**

*and Professionalism always*

**Opportunity**

*to succeed*

**Support**

*to reach our potential*

**Excellence**

*and equality*

**S – staff at all levels**

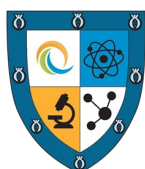
**P – purpose creators**

**I – inspirational**

**R – representative**

**I – innovative ideas**

**T – to infinity and beyond**



# Quest Career Incentives



20 Great Reasons to work for us.....

Great pupils and students, you will never forget.

Our schools are all about passion, determination, and enthusiasm and we live these words - it's how we show up at work.

Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.

A coaching culture of high rapport, high challenge, and high support to enable you to work at the top of your game.

Stunning staff motivated to succeed.

A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group. Inspirational Leadership and great teamwork at all levels.

Senior Leaders you can trust, who have integrity and moral purpose, are human, and walk the talk.

Amazing exam results with a 'whole education' genuinely valued.

Be the best through our Spirit of Purpose programme including an outstanding induction year for newly qualified and experienced teachers.

Access to the Employee Assistance Programme for you and your family's wellbeing.

Apple Teachers

Investment in staff training e.g. subsidised MA qualification options.

An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.

A uniquely collaborative approach across the Trust serving the needs of our communities.

Termly staff newsletter celebrating successes and achievements and responding to your questions.

Credit Union savings scheme.

A newly structured working pattern with a two-week break in October.

Welcoming people, positive teams, and working environments – 'A Balance for Excellence'.

Do education differently

**The chance to become part of a family of schools within the Trust and connect over a set of values we all share.**

**Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.**

**A real opportunity to work and support colleagues across the whole of the Trust. Excellent relationships and loyalty with pupils, parents, and carers, and the wider community.**

**Recognition of the importance of work-life balance. Your emotional well-being is important to us and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.**



# What our Staff say...

“ You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working ”

“ Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels. ”

“ Staff care deeply about the children and want to do their very best for them. ”

“ At QUEST there is acceptance of everyone as an individual . ”

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## Safeguarding at QUEST

The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children and young people

- The policies and procedures adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks, and responsibilities





# Our Region



## WIGAN

Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.

With Manchester International and Liverpool John Lennon Airports within a 40-minute commute, the world is at your doorstep.

Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.

Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. The Leisure Club offers a wide range of sporting facilities, including a high-tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults.

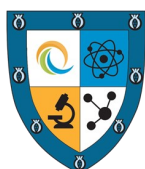


## BOLTON

Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30-minute drive whilst Bury is only 20 minutes away.

Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.

For sporting enthusiasts, Middlebrook boasts a sports complex catering to a variety of sports. It is an international high-performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsorer's football stadium, the home of Bolton Wanderers Football Club.





# Partnerships and Collaboration



*Our continued development creates an opportunity for QUEST to work with, and alongside some strong and well-established partners...*



# JOB ADVERT— Administrative Officer



## Pay Scale: QUEST GRADE C

Permanent 37 hours per week, Term Time + 2 weeks

Start Date: As soon as possible

Base: UCS Bolton, Stoller Building, 85 Deane Road, Bolton, BL3 5AG

We require an **Administrative Officer** to play an integral part in our school team.

Here we all lead to secure the best **Learning, Innovation and Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

### Here we Unlock Potential

**With four Primary schools in Wigan and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential and giving every student a real chance to succeed.**

As Pearson's National Silver Award winner for **Digital Innovator of the Year**, the Trust will be expanding its digital delivery of learning in our new school. Here you will be joining a team who are also award winners: **SSATs Educational Outcomes Award**. A blend of excellence and experience to enable you to be the best you can be.

**Do you want to make a difference in our student lives?**

**Do you want to work in modern, top class facilities?**

**Are you well organise and able to communicate effectively at all levels?**

### The Role

We are looking to appoint an **Administration Officer** who is passionate about their desire to achieve the best possible outcomes for our students.

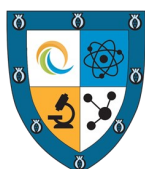
This is an amazing opportunity to join a hardworking, experienced and successful school team who are passionate about making sure that all students unlock their potential.

The role will be to provide routine administrative and financial support to the Director of Academy Excellences, Principals, teaching and support staff within the schools of QUEST and be the positive public 'face' and 'voice' of the school and Trust.

The successful candidate will benefit from being part of a Trust committed to Learning, Innovation and Opportunity for all, a school with exceptional facilities and resources and a team of experienced colleagues.

This is a unique time and opportunity where you can be a part of shaping the future of our new school, with STEM at the heart of its curriculum delivery.

**Join US and Unlock your Potential**



# JOB ADVERT continued.



## ***As a member of QUEST you can expect:***

A supportive environment allowing you to progress and develop

Excellent CPD opportunities and guidance through our Spirit of Purpose Programme

Students who are enthusiastic and keen to learn in a positive environment

The opportunity to work within a team of highly supportive and creative colleagues

A Trust committed to doing the best for each and every one of its students

A Trust committed to a digital strategy and life skills curriculum which provides a balance for all

Up-to-date facilities, located at the heart of the knowledge campus

Creative and innovative approaches that engage students, develop agency and harness digital technology

To be shaping the next phase of education for the future

A balance for excellence for all

## ***The Trust expects:***

Good Numeracy/Literacy skills including Maths and English at GCSE 4/C or above or relevant Degree

Confident and competent in the use of IT

A passion for SEND/EAL and a clear strategic vision for what they want to achieve

High level of communication skills

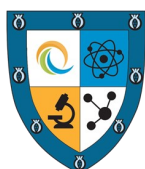
Willingness to become an Apple Teacher in our digitally innovative Trust

A personal commitment to being the best you can be.

The Trust wants to hear from ambitious people with new ideas!

**There are plenty of progression opportunities through our Spirit of Purpose!**

**Why not join us on our exciting new journey?**



# Job Description—Admin Officer



**QUEST** is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)  
All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'

<b>Job Description</b>	<b>Administration Officer</b>
<b>Responsible to:</b>	Chief Operating and Finance Officer/Principals/Trust Finance & HR Officer
<b>Job purpose:</b>	To provide routine administrative and financial support to the Director of Academy Excellences, Principals, teaching and support staff within the schools of QUEST.  As an employee within QUEST, staff may be required to work at any school within the Trust.
<b>Liasing with:</b>	Chief Executive Officer, Chief Operating and Finance Officer, Director of Academy Excellence, Principals, Trust Finance & HR Officer, teaching and support staff, Local Authority staff, Diocese, DfE, external agencies
<b>Salary scale:</b>	QUEST Grade C, points 5-8
<b>DBS Disclosure level:</b>	Enhanced

## Professional Responsibilities

### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

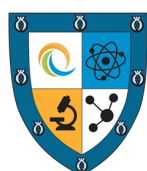
Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

## Key Responsibilities

To be a positive public 'face' and 'voice' of the school and Trust

To undertake a range of administrative, financial and IT based tasks including tasks relating to the use of school premises if required

To organise and co-ordinate supply cover as directed by senior teaching staff.

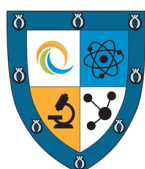




# Job Description—Key Responsibilities



- To take notes/minutes of meetings as required and act as Clerk to the school's Local Advisory Committee
- To produce a range of financial and attendance data and provide reports as required.
- To maintain and update manual and computer records/returns and management information systems and to manage, input & extract data/information in order to produce relevant reports as requested.
- To maintain stationery and consumables for the whole school to include ordering equipment as required in line with ordering procedures
- To undertake reception duties and to respond to general enquiries from staff, visitors and parents upholding safeguarding and health & safety responsibilities
- To maintain and collate registers, pupil/student reports and any other information as required
- To ensure absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries.
- To provide postal support including collection and delivery.
- Assist in effective marketing of the school and Trust
- To arrange and schedule visits to the school from outside agencies as required.
- To undertake pupil/student first aid/welfare duties including liaising with parents/carers and staff.
- To uphold excellent standards of customer service at all times including participation in school events outside of working hours.
- To ensure effective communication with colleagues.
- To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.
- Uphold the Trust's digital strategy
- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.
- Maintaining a secure, healthy and risk free environment for students, staff and visitors.
- Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.
- To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.



# Job Description—Key Responsibilities



To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advice and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

*The job description encompasses the above statements and is not necessarily a comprehensive definition.*

*The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Unlocking Potential



**This post is permanent and subject to  
Enhanced Disclosure Procedures.**

All visits will be arranged in accordance with  
*COVID Health and Safety guidelines*

**The Board of Directors of QUEST is committed to safeguarding  
and promoting the welfare of all children.**

**Application packs and further details are available from the  
QUEST website at [www.QUESTTrust.org.uk](http://www.QUESTTrust.org.uk) or by contacting:**

MS JILL FLANAGAN  
TRUST HR OFFICER  
C/O QUEST

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