



VACANCY FOR ADMINISTRATIVE MANAGER

Required as soon as possible at Histon & Impington Infant School.

This is a term-time only permanent position.

Hours of work are term-time 22.5 hrs: Monday to Friday

Responsible to: Headteacher/Executive Principal

**Salary range from Level 2 Scale 3 – Level 3 Scale 5 depending on skills/experience
(£17,681– £21,074 per annum) pro-rata**

Cambridge Primary Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment is subject to an Enhanced DBS check and references.

Cambridge Primary Education Trust (CPET) is a multi-academy trust comprising Histon & Impington Infant and Junior Schools, Hatton Park Primary School and Trumpington Park Primary School.

We currently have a vacancy for an enthusiastic and well organised front-of-house administrative manager to work as part of a small but friendly office team. Your work will be varied and include greeting visitors, answering emails and telephone calls, inputting attendance and school lunch orders, managing pupil records, overseeing arrangements for school trips plus general office duties. A willingness to undergo first-aid training would be desirable.

You will be based at Histon and Impington Infant School but if need arises, can be employed to work at other schools which are part of the Cambridge Primary Education Trust. You will be responsible to the Headteacher at Histon & Impington Infant School and the Executive Principal of the Cambridge Primary Education Trust.

**Closing date for applications: Monday 11th March (By 9am)
Date for interviews: Week beginning Monday 11th March 2019**

Visits are warmly welcomed – if you wish to visit the school prior to applying, please contact the School Office at Histon & Impington Junior School, telephone 01223 568826.

For an application pack, please download from the Histon & Impington Infant School website <http://www.histonimpington-infants.org/> (CPET Vacancies Page)
Alternatively contact Caroline Day (HR Manager) - email cday@cpetrust.co.uk