



February 2019

Dear Applicant,

Thank you for your interest in the Administrative Manager position at Histon & Impington Infant School.

About the Trust:

Cambridge Primary Education Trust (CPET) is a multi-academy trust comprising of Histon & Impington Infant School, Histon & Impington Junior School, Hatton Park Primary School and Trumpington Park Primary School. CPET is an exceptional partnership of like-minded schools that is leading the way in developing new models for primary education, with the aim of achieving the best possible outcomes for all the children in the schools across the Trust.

About the Vacancy:

The successful applicant will be based at Histon & Impington Infant School although we encourage collaborative working across the Trust. All of our schools pride themselves on being busy and vibrant places where children are encouraged to flourish across the curriculum.

We are looking for an enthusiastic and well-organised administrative manager who can manage and support our small and friendly administrative team at Histon & Impington Infant School.

If you are interested in this post, please write a letter addressed to the Headteacher, Mr Jonathan Newman, in support of your application which focuses on the following:

- **why you are interested in this position**
- **the experience and qualities you have that will make you an excellent Administrative Manager and how you meet the person specification.**

Please return your completed application form and letter to Caroline Day (HR Manager) at Histon & Impington Junior School, The Green, Histon, Cambridge CB24 9JA or email to the following address cday@cpetrust.co.uk

The closing date for applications is by 9am on Monday 11th March 2019

Please note that we do not accept CVs.

If you have any further queries about the post being advertised, please do not hesitate to contact us.

Best wishes,

Jonathan Newman
Headteacher