



January 2021

Dear Applicant

**ICT Services Manager, Staploe Education Trust**

Many thanks for your interest in this post, which is 52 weeks per year (full time), based at Soham Village College but working across all of our Trust schools.

Staploe Education Trust has its origins at Soham Village College when it converted to academy status in April 2011. Since then the Trust has grown to a multi academy Trust of four schools including Kennett Primary School, The Shade Primary School and The Weatheralls Primary School. All our schools serve Soham and the surrounding villages with 2,300 pupils ranging in age from 2 to 16 years and 350 teaching and support staff. We have grown in each year of operation extending school capacity, age ranges and our nursery offer in order to improve provision for our local community.

Our Trust ICT Services Manager will enhance the existing ICT services team that currently comprises an ICT Systems and Strategy Manager, ICT Technicians and ICT Apprentices. The new role will be heavily involved in all aspects of the ICT services and support to enable us to provide the best provision to our schools and staff.

Please find enclosed an information pack. I should be grateful if you would complete the support staff application form and return it to me, together with your letter of application, by **Midday, Thursday 4 February 2021**.

We are unable to accept CVs.

If you require any further information about the role or the Trust, please do not hesitate to contact us at [hr@staploeeducationtrust.org.uk](mailto:hr@staploeeducationtrust.org.uk).

As you have seen from our advertisement, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This means that we will require the successful candidate to undergo an enhanced DBS disclosure along with other pre-employment checks.

I very much hope you will consider this role and look forward to receiving your application.

Yours sincerely

Miss G Satchell  
**HR Manager**  
Staploe Education Trust

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**Schools in our Trust:**  
Soham Village College  
Kennett Primary School  
The Shade Primary School  
The Weatheralls Primary School