



April 2021

Dear Applicant

Thank you for your interest in the Site Officer position currently being advertised by the Cambridge Primary Education Trust.

**About the Trust:**

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

**About the Vacancy:**

The successful applicant will be based at Histon and Impington Infant School but may be required to work at other school sites particularly at the Histon and Impington Junior School site when the need arises. We encourage collaborative working across the Trust and all our schools pride themselves on being busy and vibrant places where children are encouraged to flourish across the curriculum.

We are looking for a reliable, enthusiastic and dedicated Site Officer who will be able to manage our school site effectively at Histon and Impington Infant School.

If you are interested in the post, please write a letter addressed to the Headteacher at Histon and Impington Infant School (Mr Jonathan Newman), in support of your application, which focuses on the following:-

- Why you are interested in this position
- The experience and qualities that you have that will make you an excellent Site Officer and how you meet the person specification

**Please return your completed application form and letter to the HR Manager at Cambridge Primary Education Trust (Mrs Caroline Day) – the address is Histon and Impington Junior School, The Green, Histon, Cambridge, CB24 9JA. Electronic applications are also welcome – please send your completed electronic application and attach your letter to [cday@cpetrust.co.uk](mailto:cday@cpetrust.co.uk)**

**The closing date for applications is by 9am on Tuesday 4<sup>th</sup> May 2021.**

Please note that we do not accept CVs.

If you have any queries about the post being advertised, please do not hesitate to get in touch.

Kind regards,

Jonathan Newman

Headteacher – Histon and Impington Infant School