



A Specialist Humanities College

Investing in sustainable futures

Headteacher: Mrs J S Holland MA

Dear Sir / Madam

STRATEGIC ICT MANAGER VACANCY

Thank you for the interest you have shown in applying for this new and pivotal role within the school. I have pleasure in enclosing an application pack, which comprises of:-

- An application form (please note – CVs will not be accepted unless accompanied by a fully completed application form)
- An Equality of Opportunities Questionnaire ("Diversity" form)
- A Rehabilitation of Offenders Act Disclosure Form
- Key Terms & Conditions
- ICT Support Staffing Structure Chart
- Specific Principal Duties & Responsibilities List
- A Person Specification
- An ICT Systems – Technical Overview
- A Generic Job Description

All completed applications forms should be addressed to The Headteacher and must be received in school by the strict deadline of **Friday 9th April 2010**. Please ensure that your form is fully completed as incomplete forms cannot be assessed and may be returned for your rectification and resubmission.

Upton-By-Chester High School is situated in a pleasant residential area on the outskirts of Chester. It is easily accessible by road and public transport. We have approximately 1,700 students on roll including nearly 300 in our Sixth Form. We employ in the region of 200 staff including in excess of 100 teachers.

Upton is a specialist Humanities college and has a strong tradition of academic excellence. It aims to provide a caring, civilised and challenging learning environment in which high standards of work and conduct are expected of all students. The provision of high quality ICT services is critical to meeting the school's educational and management information needs. Further information about the school is accessible through our website.

Yours faithfully

PP - Headteacher



Specialist Schools
and Academies Trust
THE SCHOOLS & NETWORK



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IN PEOPLE



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Covering Letter