

Date: October 2017

Dear Applicant,

Position: School Administrative Officer 2
Closing Date: 9am Tuesday 24th October 2017
Salary: Actual from £14,247

Thank you for requesting an application form and further details for the above position. The job description and details you requested are attached. Please note that all applications must be submitted on Lancashire County Council application forms to i.hayhurst@sirjohnthursby.lancs.sch.uk or posted for the attention of Mrs I Hayhurst. All applications forms and information about any of our vacancies are available to download from our website www.sirjohnthursby.lancs.sch.uk

Our state of the art building provides excellent facilities for teaching and learning. You would be joining the college at an exciting time in its development; the rewards and experiences this will bring are great.

If you would like more information or wish to speak to me please do not hesitate to contact me either by e-mail: head@sirjohnthursby.lancs.sch.uk or by telephone. If you do apply for the above position and have not heard anything within two weeks of the closing date, you can assume that you have not been shortlisted on this occasion.

I look forward to receiving your application.

Yours sincerely

B. Conboy

Mr B Conboy
Acting Headteacher

Burnley Learning Partnership

