SIR JOHN THURSBY COMMUNITY COLLEGE

Sir John Thursby Community College

Eastern Avenue, Burnley, Lancashire, BB10 2AT
Tel: 01282 682313
Headteacher: Mr R. Browning
Email: head@sirjohnthursby.lancs.sch.uk

June 2022

Dear Applicant,

Position: **School Admin Officer 4 with HR Focus**
Closing Date: **9am Thursday 30th June 2022**
Actual Salary: **£20,099 - £23,548**

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

R. Browning

Mr R. Browning
Headteacher

Please refer to the college's Privacy Notice and Data Protection Policy for more information on how we use student data and retention information. These documents can be found on the college website.