 Deane Road, Bolton, BL3 5BG

Our Ref: vac : 115-24

Enquiries to: Victoria Sinclair

Tel No: 01204 482 105

As postmark

Dear Sir/Madam

**Administrator**

**37 hours per week**

**Scale 4**

**£22,868 - £24,422 per annum**

Thank you for expressing an interest in the above role at Bolton College. I am pleased to enclose the application pack, which you recently requested. Please return the completed application form to Human Resources, Bolton College, Deane Road, Bolton BL3 5BG. The closing date for the post is **19th January 2024.**

Bolton College have a strong inclusive culture where our differences are celebrated and our staff are fully committed to our leaners and their success. If you share our values and want to be part of a great team then we would love to hear from you. You can find out more about Bolton College via our website [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)

Interviews for this role are scheduled to take place on **31st January 2024** and we aim towrite to you if your application is unsuccessful.

References will normally be taken up for applicants selected for interview unless you specifically request that an approach not be made at that time. In such cases, any offer of employment will be conditional upon receipt of satisfactory references and a Disclosure and Barring Service check (DBS).

If you have any queries or require help in completing the forms please do not hesitate to contact me on the above number. We look forward to receiving your completed application.

Yours faithfully



Jane Marsh

**Director of Human Resources**

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