



## Administrator (Placements Data)

**Department:**

Faculty of Health & Wellbeing  
Ref: HWB-196/P

**Salary:**

Salary in the range of £23,144 to  
£25,642 per annum

**\*Closing date for applications:**

**12:00 noon on Friday 24 March  
2022**

Interviews are expected to take  
place within 4 weeks of the closing  
date.

An application form, job description and person  
specification can be viewed on our website:  
[https://www.bolton.ac.uk/staff-area/professional-  
services/about-hr/vacancies](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies) or requested by  
email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

Applicants need to be aware that only a  
completed application form will be considered,  
unless it is specifically indicated in an  
advertisement that a CV will be accepted. Where  
appropriate, you should include a list of all  
publications when submitting your application.  
Please ensure you quote the position reference  
number on all applications submitted.

If an applicant is interested in more than one  
vacancy, a separate application must be  
submitted for each vacancy to ensure that the  
individual role requirements are addressed.

Candidates must be eligible to work in the UK, for  
more information please visit  
<https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the University reserves the right to  
shorten/extend the closing date of any position  
where a high/low volume of applications are  
received.

### Are you interested in joining the number one University in Greater Manchester for student satisfaction?

Here at the University of Bolton, we are proud of our  
growing reputation as a student focussed University.  
With our strategy of “Teaching Intensive, Research  
Informed” we are committed to offering our students  
the best experience possible. Due to the ongoing  
growth within the Faculty of Health & Wellbeing, we  
are now looking for an Administrator within our  
Clinical Placements team to assist with data  
reporting in respect of Health Education England to  
help ensure high-quality learning environments for all  
healthcare learners.

On a day-to-day basis, you will support the data  
collection and checking process for the external  
reporting of placement data, for example, to Health  
Education England. You will also assist in the  
provision of operational and administrative support to  
a wide range of activities within the Faculty  
Placements team.

We ask a lot from our staff but in return, you will  
receive a competitive benefits package including  
access to the Local Government Pension Scheme, an  
employee benefits scheme and generous annual  
leave entitlement. As a small University, you will have  
opportunities to work with colleagues across campus  
to support and deliver the best student experience  
possible.

For an informal chat about the various opportunities please  
contact Simon Booth, Employee Experience & Resourcing  
Officer on 01204 903503 or [s.booth@bolton.ac.uk](mailto:s.booth@bolton.ac.uk).