



Administration Assistant (Apprenticeships)

Department:

Apprenticeships
Ref: APP-006/P

Salary:

Salary in the range of £18,709 to
£21,236 per annum

***Closing date for applications:**

**12:00 noon on Thursday 7
October 2021**

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.

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 our ongoing growth in
Apprenticeship numbers, we are now looking for an
Administrator Assistant to join our Apprenticeship team.

As a member of the Apprenticeships team you will
contribute to the effective management of and
organisation of the operational functions in liaison with a
wide range of internal and external agencies. To actively
collaborate with academic and professional colleagues to
ensure that an excellent quality of provision of
administrative services is achieved and maintained at all
times. To set up apprentices on Smart Assessor and
support the administration function. The role holder will
also support the coordination of the apprentice induction
process and support monthly performance boards.

All post holders are required to take ownership of their
own performance and the relationships they build with
students, partners, the public and colleagues,
demonstrating a positive attitude and commitment to their
work.

The successful candidate would be expected to have a
degree (or equivalent) in an appropriate subject or
relevant previous experience.