



## Apprenticeship Administrator

**Department:**

Apprenticeships  
Ref: APP-004/P & APP-011/P

**Salary:**

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

**\*Closing date for applications:**

**12:00 noon on Friday 9<sup>th</sup>  
December 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, for  
this role, with applicants return completed forms  
to [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Please ensure you quote  
the position reference number on all paperwork  
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.