



## General Assistant

**Department:**  
Facilities  
Ref: FAC-145/P

**Salary:**  
**£20,564.00 Per Annum (Living Wage)**

**\*Closing date for applications:**  
**12:00 noon on Friday 9th 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> 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 focused 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, we are now looking for a General Assistant to join our Facilities team. The successful candidate will be expected to follow cleaning systems and procedures, be responsible for cleaning an area of work under the general direction of the Cleaning Supervisor and be able to cope with the demands of physical manual work. It is also expected that the successful candidate will undertake other general duties including minor moves and have responsibility for locking/unlocking rooms/premises.

This role is full-time(36.25 hours per week, between the hours of 6.00am and 10.00pm – flexi-time; Monday to Friday)

This role is primarily based at the Institute of Management however flexibility to other locations will be needed.