



IT Support Officer

Department:
Information System and
Technology

Ref: IST-093/P

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

Closing date for applications:

Wednesday 22 February 2023

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.

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.

The University of Bolton is a “Teaching Intensive, Research Informed” higher education institution whose distinctive high quality, student-focussed, undergraduate and postgraduate programmes attract students from all over the world

The University of Bolton is growing and going from strength to strength. As a result we have a number of new IT support roles for enthusiastic and technically competent IT support professionals in our desktop support teams. You will be providing high quality IT and AV assistance to our students and staff, including providing support for University events.

You will need to have good technical knowledge of Microsoft Windows 10, be good at solving problems and have really good way people skills. Ideally you will be familiar with operating PA systems and video equipment, or enthusiastic to learn these.

The successful candidates will be able to demonstrate an interest in technology; have at least BTEC level 3 IT qualifications or good experience in a similar IT role.

The role requires some flexibility in hours and the ability to work occasional evenings and up to 10 weekends per year in support of University events.