



## School Apprenticeship Manager

**Department:**

Apprenticeships  
Ref: ENG-205/P

**Salary:**

Salary in the range of £47,047 to  
£54,421 per annum.

**\*Closing date for applications:**

**12:00 noon on Monday 19<sup>th</sup> June  
2023**

Interviews are expected to take  
place during the week commencing  
Monday 3<sup>rd</sup> July 2023 or within 4  
weeks of the closing date.

A 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, 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 experience?

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,  
we are now looking for a School Apprenticeship  
Manager to join our School of Engineering. On a day-to-  
day basis, you will be involved in the following key  
objectives:-

- Development of the School apprenticeship portfolio
- Management of School apprenticeship delivery  
staff to ensure Ofsted (EIF) and ESFA compliance  
requirements are met
- To ensure all apprentices are fully supported and  
complete EPA timely

The successful candidate should be able to clearly  
demonstrate their understanding of both the Education  
Inspection Framework and ESFA funding regulations,  
which will have been gained from practical knowledge  
from an operational perspective of systems and  
processes utilised to manage quality assurance for  
inspection and compliance for audit.

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.