



## Administrator 2-year Fixed Term Contract

**Department:**  
School of Medicine  
Ref: MED-016/P

**Salary:**  
In the range of £22,254 - £24,871  
per annum

**\*Closing date for applications:**  
**12.00 noon on Thursday 11  
August 2022**

Interviews are expected to take place 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).

To apply, please submit your CV along with a short covering letter (no more than two sides of A4 font size 12) explaining your suitability for the role and detailing your current/most recent salary to [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Please ensure you quote the position reference number on all paperwork submitted.

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, we are now looking for an Administrator.

Are you an experienced administrator looking for a unique and exciting challenge where you can really make a difference and help to build a lasting legacy in medical education?

The University of Bolton has recently established a new School of Medicine and we are seeking to recruit an ambitious individual to work as part of the School's Team.

We are looking for an Administrator with experience in a customer-facing administration role who is a multi-tasker and thrives working in fast-paced environments.

You will be joining the School at the beginning of its journey and you will be supported by an experienced Management Team who will provide substantial opportunities for professional development and growth.

This is a fantastic opportunity to help create an entirely new School within the University.