



Student Data Senior Administrator

Department:

Student Data Management
Ref: SDM-050/P

Salary:

Salary in the range of £25,217 to
£30,046 per annum

***Closing date for applications:**

**12:00 noon on Friday 29 October
2021**

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.

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 focussed University.
With our strategy of "Teaching Intensive, Research
Informed" we are committed to offering our students
the best experience possible. Due to an internal
move, we are now looking for a Senior Administrator
to join our Student Data Management team.

This is a pivotal position in a small, specialist team,
providing student data expertise for both internal and
external customers. The successful candidate will
oversee the assessment and awards service and data
related to University Degree Congregations. In
addition, the post holder will supervise the work of
other members of the assessment and awards service
in close liaison with the Data Manager.

The ideal candidate will hold a first degree in a
relevant subject (or equivalent experience), be
competent in the use of Microsoft Excel, Microsoft
Access and be methodical and systematic in their
approach to problem solving.

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.