



Disability Advisor, Maternity Cover

Department:

Transformation
Ref: LSS-157/P

Salary:

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

***Closing date for applications:**

**12:00 noon on Thursday 18 March
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> 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?

We are looking for an experienced, enthusiastic, dynamic and motivated Disability Advisor. You must possess a “can-do” attitude and be a motivated team player who can deliver excellent customer service in a demanding and fast-paced environment.

The Disability Service is a small team who provide advice and support to a wide range of students with disabilities, dyslexia, Autism or long-term conditions. The role includes managing a case load of students often with complex support requirements. You will be required to provide guidance to academic and professional staff and liaise with a range of external service providers.

The successful candidate will have effective written and verbal communication skills and be able to maintain a confidential helpful and cooperative manner when working under pressure. You should be committed to working with a diverse student body and be able to show sensitivity to individual difference. In order to meet the needs of the University and Student Services, a flexible approach to working patterns / hours is an essential requirement of this role.

Student Services operate throughout the academic year and during vacation periods. The department has strict rules on when leave can be taken during busy periods such as enrolment, graduation and clearing.