

Placement & Bursary Administrator

Department:

Academic Support Services
Ref: ASS-066/JAC

Salary:

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

***Closing date for applications:**

**12:00 noon on Monday 4 January
2020**

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 our ongoing
growth, we are now looking for a Placement &
Bursary Administrator to join the Academic Support
Services team. On a day-to-day basis, you will be
involved in developing and working with Clinical
Placements personnel, and for allocating placements
for various programmes within the Health & Wellbeing
Faculty.

You will also be expected to provide information,
advice and guidance to University colleagues on
placement arrangements for students as well as
accurately complete all administrative functions in a
confidential and efficient manner including: updating
electronic and paperw records, keeping accurate data
on students on Trust placements from entry to exit and
take appropriate follow-up action and tracking and
monitoring student progress and achievement.

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.