



IT Helpdesk Officer

Department:

Information Systems & Technology
Ref: IST-082/P

Salary:

Salary in the range of £21,814 to
£24,461 per annum

***Closing date for applications:**

**12:00 noon on Monday 7
December 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.

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 to jobs@bolton.ac.uk. Generic CV's that do
not address the criteria will not be considered.
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 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 growth in
on-line learning, we are now looking for an IT
Helpdesk Officer to join our Information Systems &
Technology team. On a day-to-day basis, you will be
involved in supporting staff and students with IT
related issues via telephone and on-line support. It
is essential that you have a good standard of
education – a degree in a relevant IT subject area (or
equivalent, relevant experience), is essential. You
must also be able to work from home and have a
decent internet connection.

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.