



## Disability Service Team Leader

### Department:

Student Services & Experience  
Ref: SSE-080/P

### Salary:

Salary in the range of £33,348 to  
£38,474 per annum.

### \*Closing date for applications:

**12:00 noon on Friday 16<sup>th</sup> June  
2023**

Interviews are expected to take  
place within 3 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](mailto: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?

An exciting opportunity has arisen within the Student Services  
& Experience department for a Disability Practitioner/Advisor  
who has experience of managing or supervising staff who  
provide disability related information, advice and guidance.

Supporting disabled students is a key priority for the University  
and we are committed to ensure students with disabilities can  
have successful degree outcomes.

The post holder will report to the Student Mental Health &  
Wellbeing Manager and will line manage the Disability  
Advisors (2.5 FTE) and Disability Service Administrator. The  
University has over 1200 students who have disclosed a  
disability and who are accessing or may access support  
throughout the duration of their studies.

The Disability Team provide a service from the Student Centre  
which is the hub for student support; the team works closely  
with their colleagues in the Life Lounge from which students  
can access mental health and wellbeing support.

We are looking to appoint someone who has previous well-  
rounded experience of supporting students with disabilities in  
Higher Education and who also has experience of managing  
or supervising staff. Candidates who have not worked in  
Higher Education will be considered if they can demonstrate  
credible experience of providing disability support to adults.  
The successful candidate will be required to have credible  
knowledge of disability legislation and the application of this  
in higher education.

The successful candidate will be under the management of  
the Student Mental Health & Wellbeing Manager and required  
to work closely with the Senior Wellbeing Coordinator in order  
to ensure students with multiple impairments are receiving  
appropriate support from across the teams and that staff  
within the Disability Team are referring students who have  
disclosed mental health needs to their colleagues in the  
mental health and wellbeing service.

The successful candidate will have their own caseload of  
disabled students and will allocate caseloads across the team,  
support their colleagues with their caseloads and provide  
cover in the absence of a colleague.