

Estates Administrator

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in relation to their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, the larger campus next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are looking to appoint a professional, self-motivated and enthusiastic Estates Administrator to join our Estates team to support the provision of a safe, clean, secure and well maintained environment for students, staff and visitors.

The Estates Administrator plays a pivotal role in the success of the team, providing administrative support to both the Estates Manager and the wider team. The successful applicant will act as the initial contact for all departmental enquiries and will manage and co-ordinate the Estates helpdesk, administer our compliance software and be responsible for the administration of routine maintenance and other contracts. Other duties include processing orders and dealing with invoices, obtaining quotations, scheduling appointments with external companies and responding to all service requests. The successful candidate will work closely with other colleagues in support teams and have regular contact with teaching and non-teaching staff, contractors, suppliers and visitors to the College.

The Estates team currently comprises 11 full time and 19 part time staff, together with outsourced contractors in some areas. The team is responsible for ensuring a high quality, safe, clean, secure and well maintained environment, including all buildings maintenance, health and safety compliance, cleaning, grounds maintenance, physical security and access for lettings. All members of the estates team, and therefore this postholder, work across both our University Road and Regent Road campuses.

This is a permanent, full time post, working 37 hours per week. Part-time applications will also be considered (30 hours per week across five days).

The salary for this post is on the Sixth Form Colleges' Support Staff pay scale 7-10 which ranges from £23,585 to £25,276 per annum. The starting salary for a full time post is £23,585 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes;

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Sunday 28th July 2024**

Interviews will be held on **Tuesday 6th August 2024**. Full details will be emailed out to candidates.

Please return all completed applications via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



Paul Wilson
Principal