

HR Officer

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 their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

The HR Team consists of the HR Manager, 2 HR Officers and 2 HR Assistants, with the HR Officers being responsible for a dedicated cohort of the college staffing establishment with the support of a HR Assistant.

We are looking to appoint a self-motivated and enthusiastic HR Officer to join our small HR team. The successful applicant will have experience of managing all aspects of the employee life cycle, responsibility for ER caseload, the ability to work in a friendly and professional manner and strong planning, organisational and communication skills. Experience of working in a College or school context would also be an advantage. The team and therefore this post will be based across both our University Road and Regent Road Campus.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a permanent, full time all year-round position **commencing as soon as possible** with a competitive salary on the SFCA support pay spine.

The salary banding for this post will be 19 – 22 which ranges from £33,325 to £36,417 per annum. The actual starting salary for this post is £33,325 but may be negotiated based on experience.

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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
- Pension - Automatic enrolment into the Teachers' Pension scheme with 28.68% employer contribution or to the Local Government Pension Scheme for support staff (if applicable), one of the most competitive on the market with an employer contribution of above 20% in most cases
- 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 On Sunday 5th January 2025**

Interviews will be held on **Monday 13th January 2025**. Full details will be emailed out to shortlisted candidates.

Please return all completed application documentation 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