

FULL TIME – TERM TIME ONLY – RECEPTIONIST

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.

In this context, we are looking to appoint Receptionists to join our Central Administration team. The successful applicant will ideally have experience of working within an administrative capacity, the ability to work in a friendly and professional manner as much of the work will be student and visitor facing. In addition, the successful applicant will possess strong organisational and communication skills with the ability to remain calm in a busy environment. It is planned that that this post will be based at the Regent Road Campus, although there may be occasions where the successful candidate will work from the University 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, term time post working either full time or if successful candidates apply on a job share basis, working as follows.

- Full time of 37½ hours per week Monday to Friday from 8.15am until 4.15pm
- or
- Job share - Morning hours 8.15am to 12.15pm or Afternoon hours 12.15pm to 4.15pm

This post will commence as soon as possible, with a competitive salary on the SFCA support pay spine.

The salary banding for this post will be 3 – 6 which ranges from £24,759 to £25,558 per annum (pro rata).

The pro rata salary for the full time post would be (£21,787) and the pro rata salary for the job share post would be (£11,611)

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 **12 noon on Friday 21st November 2025**

Interviews will be held on **Wednesday 3rd December 2025**. 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