

## **Print Services 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 Print Service sits at the heart of the Central Administration Team, where no two days are ever the same. As a vital part of the team, you'll play a key role in supporting the smooth running of the college by contributing to the planning, coordination, and delivery of events and day-to-day activities across the academic calendar. The Central Administration Team brings together several key functions, including the Executive Leadership Portfolio Assistants, Curriculum Admin and Cover Administration Team, Reception, and the Print Centre. In this dynamic environment, you'll report directly to the Central Administration Manager and be part of a collaborative team dedicated to delivering exceptional administrative support across the College.

In your new role as Print Services Officer, you will take the lead in operating large printing machines to provide a prompt, high-quality central printing and reprographics service. You will work closely with staff and students to understand their printing requirements. You'll be responsible for ensuring all print equipment is running smoothly, arranging timely maintenance and repairs with suppliers when needed. As part of your role, you will manage the purchase of paper and maintain appropriate stock levels of printing supplies. You will also liaise with the Estates team to coordinate the collection and delivery of printed work and support colleagues by delivering training on machine operation and related admin processes. Additionally, you will handle quotations for private printing work. This is a varied and hands-on role, perfect for someone who thrives in a fast-paced environment and takes pride in delivering excellent service.

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, term time + 3 weeks post working 37 hours per week commencing as soon as possible, with a competitive salary on the SFCA support pay spine

The salary banding for this post will be 7 – 10 which ranges from £25,951 to £27,733 per annum (pro rata). The actual starting salary for this post is £24,264 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
- Pension - Automatic enrolment into 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

***Previous applicants need not apply.***

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 08<sup>th</sup> February 2026.**

Interviews will be held on **Monday 23<sup>rd</sup> February 2026**. Full details will be emailed out to shortlisted candidates.

**Please return all completed application documentation via e-mail only to [vacancies@wqe.ac.uk](mailto: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