

MIS Quality and Performance 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.

We are looking to appoint an enthusiastic and self-motivated person to work as part of the MIS and Examinations Team. This role will support the MIS and Examinations Manager in providing a high quality service to students, staff and relevant external agencies, with a particular focus on student data and performance systems and analysis of performance data.

The successful candidate will have experience of manipulating and analysing data, ideally in an educational setting. They will be able to understand the requirements of end users and develop the College's MIS systems to best meet the needs of students, staff and parents.

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 post **commencing as soon as possible**.

The salary banding for this post will be 19 – 22 which ranges from £36,564 – 39,957 per annum.

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 15th February 2026.**

Interviews will be held on **Wednesday 25th 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

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.

A handwritten signature in black ink, appearing to read 'Paul Wilson'.

Paul Wilson
Principal