

Contracts and 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.

We are looking to appoint an experienced, self-motivated and enthusiastic Contracts and Services Officer. As part of our estates team, who provide outstanding facilities for students, staff and visitors in this busy and successful Sixth Form College.

The Contracts and Services Officer plays a key role in supporting the Estates Manager to ensure the effective management of estates contracts and services across the College. This includes overseeing contractor selection and compliance, coordinating maintenance and servicing, and maintaining accurate records to meet legal and safety standards. The role also involves monitoring contractor performance, assisting with budget control, and promoting sustainability initiatives.

You will work closely with internal teams and external suppliers, ensuring high standards of health and safety, value for money, and service quality. Responsibilities include issuing permits to work, managing risk assessments, and contributing to strategic planning for estates projects. Strong organisational skills, attention to detail, and the ability to communicate effectively are essential.

This position offers the opportunity to make a significant impact on the College's operational efficiency and compliance, while supporting its mission and values.

THE ESTATES SERVICE

Our estates team, supported by dedicated in-house staff and trusted outsourced contractors, ensures that the College environment is safe, clean, secure, and well maintained to the highest standards. This includes managing building maintenance, health and safety compliance, cleaning services, grounds care, physical security, and access arrangements for lettings.

All team members, including the postholder, work across both our University Road and Regent Road campuses to deliver exceptional 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, all year round, full-time post **commencing as soon as possible** with a competitive salary on the SFCA support pay spine.

The salary banding for this post will be 15 – 18 which ranges from £32,199 to £35,395 per annum (pro

rata). The actual starting salary for this post is £32,199 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 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 1st February 2026.**

Interviews will be held on **Friday 13th 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.



Paul Wilson
Principal