

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

The team is responsible for maintaining a high quality, safe, clean, secure and well-maintained environment, including all buildings maintenance, cleaning, communications, grounds maintenance, health and safety, lettings and security matters.

The College is seeking to recruit a Senior Premises Officer who will work closely with the Estates Manager and co-ordinate the premises officer team to provide outstanding facilities for students, staff and visitors in this busy and successful Sixth Form College. The successful applicant will work alongside an additional post holder to ensure timely completion and day to day management of maintenance and compliance requirements of the College's Estate, whilst also being part of and ensuring full coverage of the shift rota at all times.

We are specifically looking for a candidate with experience and trade knowledge in either of the following specialist duties;

- The co-ordination, completion and monitoring of responsive repairs
- or
- Day to day specialist trade maintenance in one of the following qualified areas;
 - Plumbing
 - Electrical
 - Carpentry

This successful applicant will work on a day to day basis across both the University Road and the Regent Road campuses utilising their experience and trade knowledge in their specialist trade area to complete maintenance activities and identify improvements.

Regular shift work on a rota basis and occasional weekend working will be required and the postholder will be subject to call outs.

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 working 37 hours per week on a rota basis, commencing as soon as possible with a competitive salary on the SFCA support pay spine

The salary banding for this post is 13 – 16 which ranges from £30,444 to £33,232 per annum. The starting salary will be £30,444 but may be negotiated based on experience, this post will also receive a shift responsibility allowance of £1975 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
- On-site parking
- Eyecare voucher scheme

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to our life at work where 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 12th April 2026.**

Interviews for successful candidates will be held on **Monday 20th April 2026.** Full details will be emailed out to shortlisted candidates.

Please return all completed applications via e-mail to vacancies@wqe.ac.uk

Finally, I would like to thank you for the time taken to consider joining WQE and in making an application if you decide that this is the right step for you.



Paul Wilson
Principal