

## **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 Premises Officer, to work closely with the Estates Manager and Team to provide outstanding facilities for students, staff and visitors in this busy and successful Sixth Form College. The successful applicant, in conjunction with other colleagues in the estates team, will be responsible for the day to day work in managing and maintaining the College's Estate, ensuring full coverage of the shift rota at all times.

The successful applicant will work on a day to day basis across both the University Road and the Regent Road campuses. The postholder will be required to become familiar with all estates matters on both campuses and assist in fire, lockdown and other emergency arrangements. As well as carrying out general maintenance across both College sites, the successful applicant will be responsible for assisting with regular compliance checks as specified in the College's policy and procedures.

Shift work 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 will be 3-6 which ranges from £24,759 to £25,558 per annum. The starting salary will be £24,759 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
- 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 19<sup>th</sup> April 2026.**

Interviews will be held on **Wednesday 29<sup>th</sup> April 2026.** Full details will be emailed out to shortlisted candidates.

**Please return all completed applications 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