

Admissions & Student Services Assistant

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 seeking to appoint a well-qualified, self-motivated and enthusiastic Admissions and Student Services Assistant to join our Marketing, Admissions and Student Services Team. The successful candidate will bring experience of working within an administrative capacity and demonstrate a friendly and professional approach as much of the role involves direct engagement with students. The postholder will play an important part in providing information, advice and support for individual students and student activities, assisting with the administration of financial support through the 16-19 Bursary Fund, and supporting key processes relating to new student applications, admissions and enrolment.

Marketing, Admissions and Student Services Team

The Marketing, Admissions & Student Services Team works across our University Road and Regent Road campuses. The team are responsible for managing all elements of the College's student recruitment processes, including marketing, co-ordinating attendance at school liaison events, processing applications, organising recruitment events and activities, and being the first point of contact for prospective students and their parents/carers. The team provides a welcoming Student Reception service for current students, support for student groups and activities and are responsible for administering the 16-19 Bursary Fund by assessing eligibility and determining the level of support in accordance with the Department for Education (DfE) Bursary Guidance.

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 post **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 (pro rata). The actual starting salary for this post is £21,491 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 19th April 2026.**

Interviews will be held **week commencing 27th April 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