

Welfare and Skills 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 looking to appoint a self-motivated and enthusiastic addition to support our Welfare and Skills team. The successful applicant will have experience of working with young people with additional needs, ideally from working within an education setting. In addition, the successful applicant will have experience of working in an administrative capacity, possessing strong planning, organisation, communication, and customer service skills. The successful candidate will be the primary first aid responder and the ability to work independently and use initiative to solve problems is essential.

Given the broad work of this team, this post may be based at either of our campuses.

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 full-time, term-time plus 2 weeks permanent post commencing 17th August 2026.

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 £22,580 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 7th June 2026.**

Interviews will be held on **Tuesday 16th June 2026.** Full details will be emailed out to shortlisted candidates.

Please return all completed applications via e-mail only 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.

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

Paul Wilson
Principal