

PA to Principal & Deputy Central Administration Manager

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.

As a Personal Assistant, you will be responsible for managing administration for our Principal which includes managing emails and post; supporting with the arrangements of meetings; coordinating travel arrangements; minute taking; organising the administration for projects; coordinating and lead on projects within your role; supporting the Corporation with administration and leading a small reception team. From time to time, you will be required to deputise for the Central Administration Manager.

THE AREA – CENTRAL ADMINISTRATION

It's an exciting time to join the Central Administration Team where no two days will be the same. Our purpose is to support the administration and coordination behind the events that take place on the college calendar. The Central Administration Team is home to our Executive Leadership Portfolio Assistants, Curriculum Admin & Cover Administration Team, the Reception & the Print Centre. Our purpose is to support the administration and coordination behind the events that take place within the college calendar. Your role will report into the Central Administration Manager.

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 all year-round 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 £29,346 to £32,259 per annum. The actual starting salary for this post is £29,346 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
- A defined benefit pension scheme
- 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 6th September 2026**

Interviews will be held on **Tuesday 22nd September 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