

## **Staff Wellbeing Co-Ordinator**

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 Staff Wellbeing Co-ordinator to join our small HR team to support and develop our Wellbeing benefits and activities to our staff. The successful applicant will have experience of working within a HR environment, the ability to work in a friendly and professional/confidential manner with strong planning, organisational and communication skills. Experience of working in a College or school context would also be an advantage. The team and therefore this post is based across both our University Road and Regent Road Campus.

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 part-time term-time post working 18½ hours per week and will commence on 17<sup>th</sup> August 2026, with a competitive salary on the SFCA support pay spine.

The salary banding for this post will be 11 – 14 which ranges from £28,634 to £31,324 per annum (pro rata). The actual starting salary for this post is £12,427 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 or Local Government Pension Scheme for support staff (if applicable), both of which are generous defined benefit pension schemes
- 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

*Previous applicants need not apply*

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 13<sup>th</sup> September 2026**.

Interviews will be held **week commencing 21<sup>st</sup> 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](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.

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

**Paul Wilson**  
Principal