

ELT Portfolio Administration Assistant (Finance, Estates & Risk)

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.

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

We are looking for an organised, proactive and highly motivated ELT Portfolio Administration Assistant to provide high-quality administrative and project support across our Finance, Estates and Risk portfolio.

Working closely with the CFO & Associate Principal (Finance, Estates & Risk) and colleagues across the College, you will play an important role in supporting the effective administration of a varied and busy portfolio. This will include diary and meeting coordination, minute taking, maintaining policies and procedures, monitoring actions and preparing reports and information for senior leaders. You will need to be confident managing a range of priorities, following up actions and ensuring information is accurate, well organised and delivered on time.

A key part of the role will involve supporting the College's Estates, Health & Safety, Risk and Compliance activities. You will help maintain compliance records and systems, monitor actions and servicing requirements, support estates inspections and follow-up work, coordinate first-aid arrangements and assist with the administration of health and safety documentation, training and procedures. You will also contribute to key projects, including asset management, summer works and the preparation of risk and assurance information.

The role has a strong digital focus, and you will use systems such as Microsoft 365, Teams, Forms and Excel, alongside College compliance and information systems. You will help maintain digital information and resources, produce clear reports and communications, and look for opportunities to improve and streamline administrative processes.

This is a varied role where no two weeks are likely to be the same. Alongside planned activities, you will respond to emerging priorities and provide support for College events, examinations and other cross-college activities when required.

We are looking for someone with excellent organisational and communication skills, strong attention to detail and confidence using digital systems. You will be comfortable working independently, using your initiative and building effective relationships with colleagues, contractors and external stakeholders. The ability to handle sensitive information professionally and to work accurately within areas of compliance and risk is essential.

If you enjoy variety, take pride in getting things organised and are looking for an opportunity to contribute to the smooth and effective running of a large and successful College, we would be delighted to hear from you.

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 post working 37 hours per week commencing as soon as possible.

The salary banding for this post will be 7 – 10 which ranges from £25,951 to £27,733 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 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

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 Monday 7th September 2026**

Interviews will be held week commencing **Monday 21st 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