

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.

We are looking for an organised, proactive and highly motivated Administration Assistant to provide high-quality administrative and project support across our Finance, Estates and Risk portfolio. Responsibilities include the support of the Estates department with the effective administration and management of compliance, including:

- Maintaining My Compliance, including compliance data, asset records, contractor documentation, trackers and associated actions.
- Supporting Health & Safety administration, including committee minutes, procedure documentation and the annual H&S induction.
- Coordinating First Aid administration, including incident reports, kit checks, rotas, contact information and stock requirements.
- Providing administrative support for site inspections, recording identified issues and assigning actions through My Compliance.
- Monitoring information, maintaining accurate records and ensuring appropriate matters are referred or escalated to the relevant colleagues.
- 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.

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 further information about the skills required, please view the person specification for the job role.

Please note on commencement this job title will be: Administration Assistant: ELT Portfolio (Finance, Estates & Risk)

This is a permanent, full-time, on-site, 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

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 **10:00pm on Wednesday 14th October 2026**

Interviews will be held on **Tuesday 27th October 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