

Sustainability and Estates Services Officer

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 an enthusiastic, self-motivated and well-organised Sustainability and Estates Services Officer. This is an exciting opportunity to support the delivery of the College's sustainability strategy, estates services and operational improvement projects across both campuses. Working closely with the Estates Manager and CFO & Associate Principal (Finance, Estates and Risk), the postholder will coordinate sustainability initiatives, support estates projects and operations, maintain management information and contribute to the continuous improvement of College facilities and services.

Whilst based within the Estates team, the role also has a key responsibility for supporting the College's sustainability ambitions. The postholder will help coordinate sustainability projects and activities, support the work of the College Sustainability Group, monitor progress against agreed objectives and engage with students, staff and external stakeholders, alongside supporting a range of estates operational and administrative activities.

THE ESTATES SERVICE

Our estates team, supported by dedicated in-house staff and trusted outsourced contractors, ensures that the College environment is safe, clean, secure, and well maintained to the highest standards. This includes managing building maintenance, health and safety compliance, cleaning services, grounds care, physical security, and access arrangements for lettings.

All team members, including the postholder, work across both our University Road and Regent Road campuses to deliver exceptional service.

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, all year round post working 18½ hours per week and will **commence 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 £32,199 to £35,395 per annum (pro rata). The actual starting salary for this post is £16,099 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

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 8th November 2026.**

Interviews will be held **week commencing 16th November 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