Administration Assistant (Curriculum & Progression)

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 Curriculum & Progression portfolio. Responsibilities include; supporting the Associate Principal with the administration of admissions-related activities along with undertaking a variety of duties within a fast-paced environment where priorities may change, demonstrating flexibility and initiative. For full details of the job role, please refer to the Job Description and Person Specification.

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.

THE CURRICULUM AREA – CENTRAL ADMINISTRATION

Within the Central Administration Team, 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.

Please note on commencement, this job title will be Administration Assistant: ELT Portfolio (Curriculum & Progression)

This is a permanent, full time, term time + 3 weeks post working 37 hours per week commencing as soon as possible, with a competitive salary on the SFCA support pay spine.

The salary banding for this post will be 7 - 10 which ranges from £25,951 to £27,733 per annum. The pro rata starting salary for this post will be £24,264.

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 Thursday 26th November 2026.**

Interviews will be held on **Monday 7th December 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