

Learning Resource Centre Assistant (Full time)

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 Learning Resources Assistant to join our Learning Resources team who in turn are part of the larger overarching Welfare and Skills team. The successful applicant will ideally have experience of working within an administrative capacity, the ability to work in a friendly and professional manner as much of the work will be student facing. In addition, the successful applicant will possess strong planning, organisational and communication skills. This post will be based at either the University Road or 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, full time, term-time only position working 37 hours per week commencing as soon as possible.

The salary banding for this post will be 3 – 6 which ranges from £23,807 to £24,575 per annum. The actual starting salary for this post will be £23,807 and the pro-rata salary will be £20,664.

The Learning Resource Centre

Situated in the heart of the College, we have large Learning Resource Centres in both our University Road and Regent Road buildings. The Learning Resource Centre provides a range of dynamic study areas and facilities, purpose designed to encourage students to make to best use of their study time when outside of their lessons. The Learning Resources team offer individual study skills consultations and are on hand to help students conduct research and make effective use of facilities. Our team has continued to transform in recent years to respond to student changing needs through evolving our online digital learning resource offer.

Study facilities include computers and group study tables with access to Wi-Fi. Additionally, the Study Centre offers a large, open access study area with 131 networked computers accessing the internet, subject specific software and Office applications. This also provides access to printers and photocopiers including colour copying. The Silent Study Areas are adjacent to the LRCs, which house the reference and loanable book collection containing a wide range of revision and study aids. The areas offer a choice of working at group worktables or individually for private study.

There are also comfortable reading areas where students and staff can spend time relaxing with our selection of magazines, and a large fiction collection boasting the latest publications. The LRC team is also responsible for assisting with the development of WQE Online, the College's VLE site for students.

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
- A defined benefit pension scheme
- 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 Tuesday 16th September 2025.**

Interviews will be held on **Friday 26th September 2025.** Full details will be emailed out to candidates.

Please return all completed applications 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