

PART TIME RECEPTIONIST

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.

In this context, we are looking to appoint Receptionists to join our Central Administration 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 and visitor facing. In addition, the successful applicant will possess strong organisational and communication skills with the ability to remain calm in a busy environment. It is planned that that this post will be based at the University Road Campus, although there may be occasions where the successful candidate will work from the 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, part time all year-round post working 22.25 hours per week, Wednesday and Thursday 8:30 to 4:30pm with a 4.15pm finish on Friday. This post will commence as soon as possible, with a competitive salary on the SFCA support pay spine.

The salary banding for this post will be 3 – 6 which ranges from £23,807 to £24,575 per annum (pro rata). The actual starting salary for this post is £14,308 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 with 28.68% employer contribution or to the Local Government Pension Scheme for support staff (if applicable), one of the most competitive on the market with an employer contribution of above 20% in most cases
- 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 16th March 2025.**

Interviews will be held on **Tuesday 25th March 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.

A handwritten signature in black ink, appearing to read 'Paul Wilson'.

Paul Wilson
Principal